National Fire Incident Reporting System

NFIRS Data Entry/Validation Tool Users Guide

NFIRS 5.0 Software Version 5.1

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1. Introduction to the Data Entry Tool Manual

The Data Entry Tool Manual provides the NFIRS user community with a comprehensive guide for efficient use of the NFIRS Data Entry/Validation Tool and is intended as a reference for new users as well as users updating from previous NFIRS Versions 3.00, 4.0 and 5.0. For the **Rapid Start-up Guide,** which outlines key steps needed to get the user using the National Fire Incident Reporting System as quickly as possible, refer to Section 8 of this manual. For information regarding how to fill out the new NFIRS 5.0 forms, consult the NFIRS 5.0 Quick Reference Manual (a "condensed version" of the NFIRS 5.0 Reference Guide which does not include graphics or examples). This can be found on the **NFIRS Web Site,** http://www.nfirs.fema.gov/.

The Data Entry/Validation Tool is a Graphical User Interface (GUI) between the user and a database. It supports all NFIRS modules for entering, validating, querying, modifying and deleting incidents specified by the new NFIRS 5.0 standard. The documentation provides details about the interface to facilitate navigating and editing the software's modules. A brief Appendix assists users in maximizing the capability of the On-Line Reporting Tool, offers a list of keyboard shortcuts to aid users in data entry, and a list of attribute codes and the fields to which they refer.

The latest version of NFIRS 5.0, software Version 5.1, is a fully operational Client Suite of incident reporting software made available for state level agencies and their registered NFIRS 5.0 users. The Data Entry/Validation Tool is designed for data entry in either On-Line mode or Off-Line mode. New users may download, install, and begin using software Version 5.1 with or without a previous NFIRS 5.0 Version of software on their PC. The installation routine for Version 5.1 on PCs with Windows NT or Windows 2000 Professional requires that the user with the System Administrator login for the operating system perform the installation.

NFIRS 5.0 software Version 5.1 provides local database options of Access 97, Access 2000, FoxPro 6.0, or MS SQL 7.0 to support the amount of incident data the state or department must collect and store. The PC must have the desired database program installed before installing the NFIRS 5.0 software. It is recommended the user review the maintenance requirements before selecting a database other than Access 97 or 2000 to ensure successful setup and to ensure that support for necessary database maintenance is available.

To generate, retrieve and print Forms Based Incident Reports and the On-line Reports generated from the NFIRS 5.0 On-line Reporting Tool, Adobe Acrobat Reader Version 3.02 or better must be installed on the user's PC. To download a cost free version of Adobe Acrobat Reader, go to: http://www.adobe.com/products/acrobat/readstep.html

With the release of the previous software version, NFIRS 5.0 Version 4.0, versions 2.02 and 2.03 became defunct. Version 2.02 and 2.03 users who have data saved to an Off-Line database should contact their nfirshelp@fema.gov for specific support. Version 3.00 users who have data saved to their local database can import the data to the National Database but it will be validated against the most current rules. Contact the NFIRS Support center for more information.

Installation and start-up instructions are provided in Sections 2, 3, and 4 and address specific requirements and procedures for each type of database user as well as users who will be working in the On-line mode only.

It is imperative all users download and install NFIRS 5.0 updates posted on the NFIRS 5.0 Download Software page. Clients will be notified through email when an update has been posted.

Previous NFIRS 5.0 Enhancements

The update to the NFIRS 5.0 Version 4.0 software enabled State Program Managers and System Administrators to implement Special Studies at the state and local levels. Administrators must use the Program Administration Tool to implement the codes and descriptions which will appear in the Data Entry Tool's Basic Module, Special Studies Tab. A brief description of the Special Studies Tab has been added to this document Section 6.9.

The ability to import 4.1 files is enabled. Upon On-line login to the Client Data Entry Tool, a file update will occur that automatically enables users to convert and import 4.1 data files.

The NFIRS 5.0 previous Version 5.0 software provided expanded database options for Off-Line use, expanded options when exporting incidents, the capability to perform User Injection at the State level, and the addition of US Postal Street Type abbreviations for selection in the Street Type field. A complete list of enhancements is available in the readme.txt of the latest version of the USFA Client Software, Version 5.1.

2. Download and Installation of the NFIRS 5.0 Client Suite Software

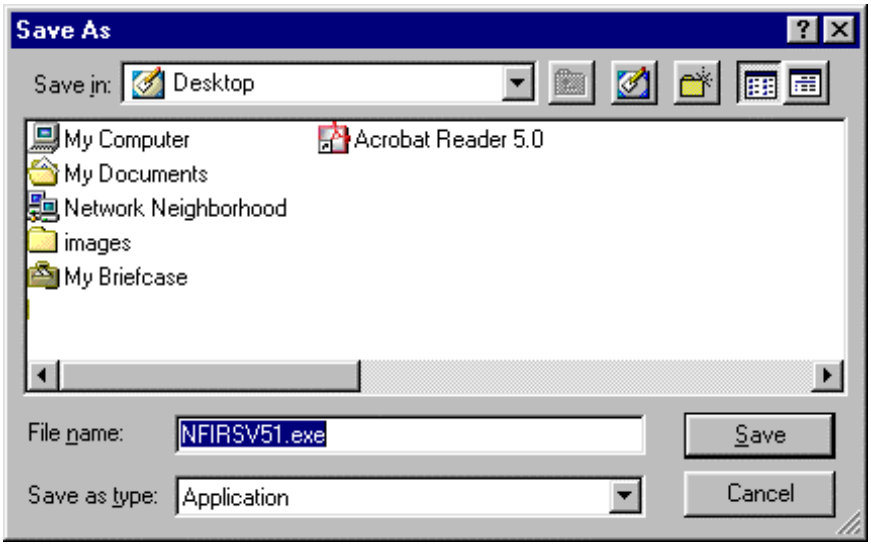
Prior to running the NFIRS Client Suite software, the user must either download the software from an FTP site on the **NFIRS 5.0 Web Site** or have a CD to install from. An Internet connection is required to access the web page and download the file. A link to the Download Software web page is available to registered users after successful login at the NFIRS User Homepage. The Tutorial at http://www.nfirs.fema.gov/tutorial.htm provides complete illustrations and information on the installation routine.

To ensure proper installation, it is recommended that before beginning installation the user note whether the PC has Access 97 or 2000. When installing the application on a PC with the Windows NT platform, the user with the NT System Administrator permissions must perform the installation. When installing the application on a PC with the Microsoft Office Professional suite, the user with System Administrator permissions must perform the installation.

2.1 New Users

When the user clicks on the FTP link on the Download Software page (e.g., NFIRS 5.0 Client Version 5.1(Virginia), a file download dialog box should appear. If the dialog box fails to appear, the user should right click on the FTP link. This will ensure that the executable file is downloaded. When the user clicks the OK button, a Save As dialog box (diagram 2.1.0) will appear prompting the user for a directory to download to. A good choice is the C:\ temp directory, but any directory is acceptable. **Note:** Write down where the file will be downloaded to – this information will be needed shortly. When the user clicks the Save button, the file will begin to download.

Diagram 2.1.0



When the download is complete, a dialog box will appear which states Download Complete. When the user clicks the OK button, the box will disappear, and the Saving Location box disappears.

To generate, retrieve and print Forms Based Incident Reports and the On-Line Reports generated from the NFIRS 5.0 On-Line Reporting Tool, Adobe Acrobat Reader Version 3.02 or better must be installed on the user's PC. To download a cost free version of Adobe Acrobat Reader, go to: http://www.adobe.com/products/acrobat/readstep/html

2.2 Off-Line Users with Previous Versions of NFIRS 5.0 on the PC

NFIRS 5.0 Version 5.0 or Version 4.0

Installation of Software Version 5.1 requires a download of the NFIRSv51 executable (NFIRSv51.exe). Users with Version 5.0 or 4.0 on their PC cannot obtain Version 5.1 by using the Version Updates selection under the Tools menu of the Data Entry Tool.

Download and installation of Software Version 5.1will not overwrite the previous Version 5.0 or 4.0. The user does not have to change or rename the version 5.0 or 4.0 program folder prior to installation of Software Version 5.1. It is recommended users create a back up copy of their previous version's database file before proceeding with installation. If reports are saved to the previous version's Reports folder, they must be moved to another location on the hard drive or they will be removed when the removal of the previous version is performed.

Users will move the Version 5.0 or 4.0 Access 97 database into the NFIRSv51 Database folder and rename it: NfirsdataV51.mdb. Perform Remote Synchronization before working in the Off-Line mode.

NFIRS 5.0 Version 3.00

Installation of Version 5.1 requires a download of the NFIRSv51.exe executable file. Users with Version 3.00 on their PC cannot obtain a new version using the Data Entry Tool Tool's menu Version Update selection.

Users with Version 3.00 on their PC that wish to save fire department and incident information to the new Version 5.1 Off-Line database or to the On-Line National Database must export their data and import it to the new NFIRSv51 database or to the National Database. The Version 3.00 data will be validated against the most current rules and codes. After the data is saved to the local or National Database, the user must manually make changes to update the incident information. The old program can then be removed from the PC. Contact the NFIRS 5.0 support team (NSC) for more information.

2.3 New On-Line Users

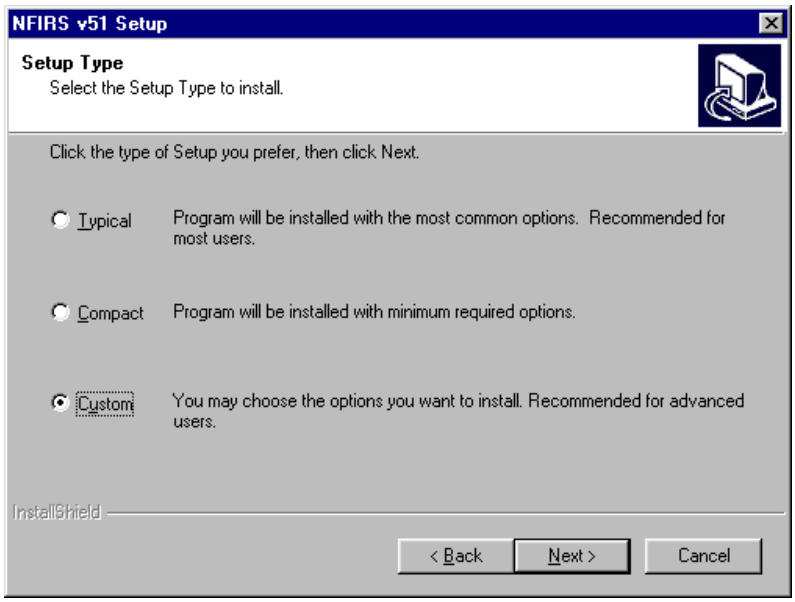
New users must download the software from the NFIRS 5.0 Download Software Web page or obtain a CD from their State Program Manager, if a CD is available. Access 97, Access 2000, FoxPro 6.0 or MS SQL 7.0 is not required on the user's PC to work in the On-Line mode only.

To access the Download Software page, go to http://www.nfirs.fema.gov and click on the link for User Login. At the User Login page, enter Username, State and Password and click on the Login button. After successful login, the link for Download Software will appear in the sidebar.

On the Download Software page, right click on the link for **NFIRS 5.0 Client Version 5.1**. The Download File pop up box will be displayed. Specify a location to save the file (for example: C:\Windows\Desktop) and click OK. When the download is complete, close the Download File pop up window. Locate the executable file NFIRSV51.exe and double click on it to begin installation.

On-Line only users should specify Custom Setup during installation (diagram 2.3.0). When Custom is selected and the Next button is clicked, in the next screen that appears uncheck Local Database. Click Next.

Diagram 2.3.0



Note: If the user specifies Custom during the installation, before opening the Data Entry Tool the user must change the configuration setting to On-Line in the Configuration Tool. To change the configuration setting, open the Configuration Tool and uncheck the Off-Line access box. Place a check in the On-Line access box. Click Save and exit the Configuration Tool. For complete information or to solve configuration issues, see the Configuration Tool User's Guide found at the NFIRS Web Site, http://www.nfirs.fema.gov/downloads/configguide.pdf.

If the user has NFIRS 5.0 Version 3.00, 4.0, or 5.0 installed on the PC, it is recommended users remove the previous program after successful installation of NFIRS 5.0 Software Version 5.1.

The table provides an outline of the steps required for downloading and installing the NFIRS Client Suite.

Download/Installation Table for NFIRS 5.0 Software Version 5.1:

Step	Action	Response
1	Log onto the Internet and go to http://www.nfirs.fema.gov **Note: CD users can skip to step 6.**	User is now at the NFIRS Web site.
2	Click on User Homepage. Click on User Login and type Username, State and Password.	User is now at Users' Homepage. User is required to login.
3	Click on Download Software.	User is now at NFIRS Download page.
4	Right click on an FTP link NFIRS 5.0 Version 5.1.	The File Save As dialog box opens.
5	Choose a location (suggestion: C:\temp) to download the file to and click OK.	The file begins to download. The download time will depend upon the connection speed.
6	When the download is complete, close all Windows applications that are open.	This is to ensure that all files are copied correctly during the installation.
7	Open Windows Explorer and locate NFIRSV51.exe and double click on it.	The NFIRS Client Suite Installation starts.
8	Read and accept the NFIRS License Agreement.	This is required for the Installation.
9	Read and accept the JRE license Agreement.	This is required for the Installation.
10	Choose the destination (the default is C:\Program Files \NFIRSv51).	The default destination is recommended.
11	Choose Type of Installation.	For Off-Line use, select Typical Installation. For On-Line use, select Custom Installation and uncheck Off-Line Database.
12	Click the Next button.	A new Program Group is created.
13	The NFIRS Client Suite is installed.	No additional action is required.
14	Click on Finish to complete the installation.	Installation is complete.
15	Verify the PC has Adobe Acrobat Reader Version 3.02 or better.	If the Adobe Acrobat Reader is not located, go to: http://www.adobe.com/products/acrobat/readstep.html to obtain a cost free download.

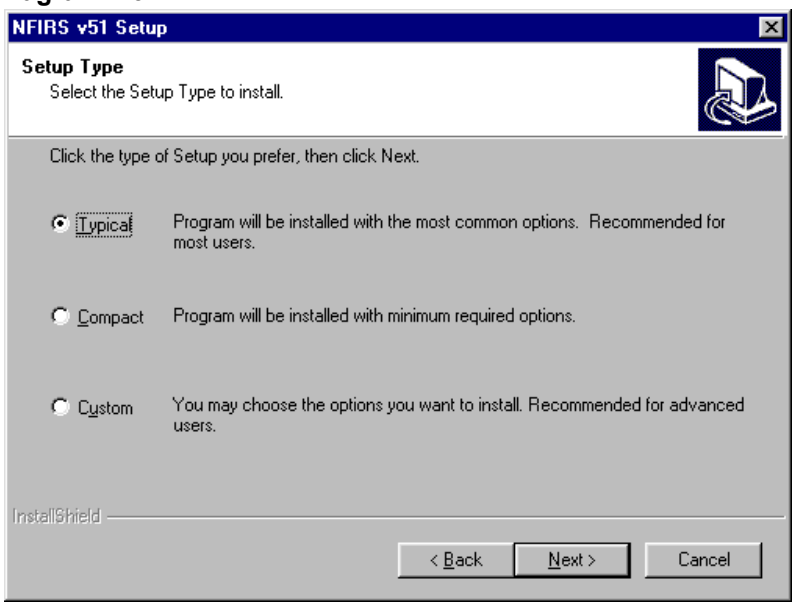
3. Database Setup for Off-Line Use

To run the NFIRS 5.0 Client software in the Off-Line mode, one of the following database programs must be installed on the user's PC: Access 97, Access 2000, FoxPro 6.0, or MS SQL Server 7.0. An Internet connection will be required to download the software and for new Off-Line users to perform initial User Injection and to obtain periodic updates. The same configuration issues must be addressed in Version 5.1 as in previous versions 5.0, 4.0 and 3.00; specifically, if the user is behind a firewall, the proxy server address must be specified in the Configuration Tool prior to the User Injection procedure.

To install the program, close all programs and locate the NFIRS 5.0 Software Version 5.1 executable file (NFIRSV51.exe) that was downloaded from the Internet. Double click on the file, or highlight the file and click Open. The WinZip Self-Extractor (NFIRSV51.exe) message window will appear. Click the Setup and the installation will begin. Read and accept the Licensing Agreements. It is recommended that users accept the default Destination Location, C:\Program Files\ NFIRSv51\. Users who have Access on the PC and wish to work in the Off-Line mode must select Typical in the Setup Type window (diagram 2.3.1). It is recommended users accept the default Program Folder. After installation is complete, the user has the option to view the readme.txt file. Click Finish after viewing the file, or when the installation is complete. The blue, NFIRS v51 Setup screen may take a moment to disappear before the user is returned to the Desktop.

After successful installation, the user can open the client tools from the Start menu…Programs…NFIRSv51…and select the desired Tool.

Diagram 2.3.1



If prompted to restart the PC, click OK or Finish to restart the PC. After the PC has restarted, the user may then proceed to database setup, if necessary, followed by initial User Injection.

The NFIRS 5.0 Software version 5.1 is shipped with an Access 97 database. New Off-Line Users who specified either Access 2000, FoxPro 6.0, or MS SQL Server 7.0 must set up the local database before performing initial User Injection and starting the Data Entry /Validation Tool. The sections below address database setup and user injection for each type of user. A section for users who will be working On-Line only is included.

3.1 Access 97 Users:

New Users:

The default Database Type during installation of NFIRS 5.0 software Version 5.1 is Access 97. After successful installation of the Version 5.1 software, new users who have Access 97 on the PC can proceed to initial User Injection (steps 1- 7 below).

1. After successful installation, start the NFIRS Data Entry Tool for Off-line processing
2. When the Off-Line login screen appears, click OK leaving the Username, State, and Password fields blank.
3. The message will appear: "Would you like to inject a user from the On-Line database?" Click YES.
4. At this point, the application will load all the information from the Off-Line database. When this is complete, the user will be prompted to make a connection to the Internet.
5. Log into the On-Line database using the Username, state and Password registered via the NFIRS Web Page.
6. After login, the user will be prompted to select a password for the Off-Line database. The user can enter the same password for Off-Line login as On-Line login.
7. When the User Injection/Remote Synch process is complete, a pop up window will display: "Your Internet connection is no longer required." The user will be in the Data Entry Tool in the Off-Line mode.

Reminder: Adobe Acrobat Reader Version 3.02 or better is required to generate Forms Based Incidents Reports.

Users of the previous version NFIRS 5.0 Version 5.0 (or Version 4.0) client software who have data saved to an Access 97 database: The Version 5.0 (or Version 4.0) database must be copied or moved into the new NFIRSv51 Database folder and renamed. Version 4.0 users follow the same steps as Version 5.0 users, substituting the Version 4.0 database location (Nfirs v4) and file name (NfirsdataV4.mdb).

1. After successful installation of Version 5.1, make a back up copy of the NfirsdataV5.mdb database (NOT NfirsdataV5.ldb) and save it to your hard drive (example: Desktop).
2. Right click on the NfirsdataV5.mdb (default location: C:/Program Files/NFIRSv5/Database/) and select Copy.
3. Locate and open the new version NFIRSv51 Database folder (default location: C:/Program Files/NFIRSv51/Database/).
4. Right click on the Database folder and select Paste. The Version 5.0 database will be saved to the version 5.1 Database folder.

5. Rename the empty V51 database. Suggested name: emptyV51database.mdb. Note: multiple copies of the empty database can be saved and used; for example, to store separately data by year.
6. Rename the NfirsdataV5.mdb to NfirsdataV51.mdb. It must be exact.
7. Perform User Injection and Remote Synchronization to update the Off-Line NFIRS Version 51 database with the most current rules and codes.

If you keep a copy of the empty database to separate data storage, the database in use must be named NfirsdataV51.mdb. User Injection must be performed to the empty database before use.

3.2 Access 2000 Users

Users selecting Access 2000 as a database must follow these instructions to set up their Off-Line database. Prior to initial User Injection, the database must be converted and renamed, and the Database Type (Access 2000) must be specified in the Configuration Tool.

Renaming the Database:

1. After successful installation, in Windows Explorer or My Computer locate the NFIRSv51 root directory and open the Database folder (default location: C:/Program Files/NFIRSv51/Database/).
2. Double click on the Nfirsdatav51.mdb file to open it.
3. In the Access program message window that appears, select the Convert Database option.
4. In the "Convert Database Into" save in field, specify the NFIRSv51 Database folder.
5. Accept the default name for the database (default name: db1.mbd). This name will be changed later. Click Save.
6. When the converting process is complete, close the database, and close the Access 2000 program. You will be returned to Windows Explorer.
7. Rename the original NfirsdataV51.mdb (anything).
8. Rename the new database NfirsdataV51.mdb (must be exact).

The database has been converted. The user can proceed to setting the Database Type in the Configuration Tool (steps 9 - 11 below).

Specifying the Database Type:

The Database Type is selected in the NFIRS 5.0 Software Version 5.1 Configuration Tool. On-Line configuration information can be entered and saved in the On-Line Access section of the Advanced Tab before exiting the configuration Tool (step 11 below). For more information, refer to the Configuration Tool User's Guide for complete information.

9. From the Start menu, select Programs…NFIRSv51…. Configuration Tool.
10. In the Database Type drop down box, select Access 2000.
11. Click Save and exit the Configuration Tool. Proceed with initial User Injection (steps 12 - 18 below).

Initial User Injection:

12. From the Start menu, select Programs…NFIRSv51…Data Entry Tool.

13. When the Off-Line login screen appears, leave the Username, State, and Password fields blank and click OK.
14. The message will appear: "Would you like to inject a user from the On-Line database?" Click YES.
15. At this point, the application will load all the information from the Off-Line database. When this is complete, the user will be prompted to make a connection to the Internet.
16. Log into the On-Line database using the Username, State and Password registered via the NFIRS Web Page.
17. After login, the user will be prompted to select a password for the Off-Line database. The user can enter the same password for Off-Line login as On-Line login.
18. When the User Injection/Remote Synch process is complete, a pop up window will display the message: "Your Internet connection is no longer required." The user will be in the Data Entry Tool (Main View screen) in the Off-Line mode.

Complete information for User Injection and Remote Synchronization can be found in Section 4.

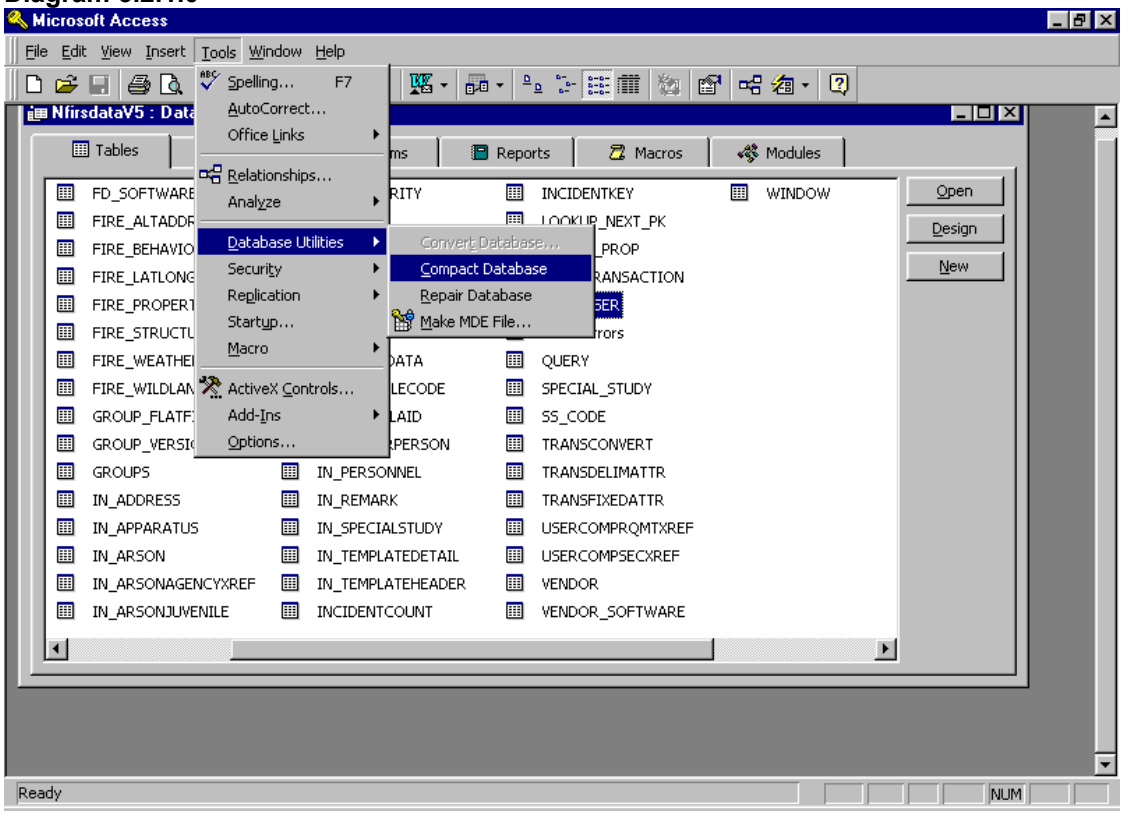
3.2.1 Compacting the Access Database – Off-Line Users Only

It is recommended that the user compact the new, local Access database before selecting the Data Entry Tool and continue to compact it on a regular basis.

To compact the NFIRSv5.0 Database:

1. Open the NFIRSv51 root directory and locate the Database folder. The default location is C:\Program Files\ NFIRSv51\ Database\.
2. In the Database folder, double click on the file Nfirsdatav51.mdb. The Access program will open and the table names of the database will be displayed.
3. Under the Access Tools menu, select Database Utilities…Compact Database (diagram 3.2.1.0). The status of the compact process will be displayed in the lower left message bar.
4. When the compact process is complete, close the database and close the Access program by clicking the X in the upper right corner. The Windows Explorer program can be closed or minimized.

Diagram 3.2.1.0



3.3 Visual FoxPro 6.0 Database Setup

Users who wish to use Visual FoxPro 6.0 as the Off-Line database engine must have the Visual FoxPro 6.0 program on the PC prior to installation of NFIRS 5.0 software Version 5.1.

Import the schema to your Visual FoxPro 6.0 database using these steps:

1. Obtain the zip file containing the Visual FoxPro 6.0 schema ("NFIRSFoxPro.zip"), available on the NFIRS Download Software Page.
2. Unzip and save the files to a directory of your choice.
3. Start Microsoft Visual FoxPro 6.0.
4. Under the FoxPro File menu, select Open.
5. Locate the folder containing the unzipped FoxPro files, and select the nfirsproject.pjx file.
6. You will be prompted to make the new directory the home directory for the new FoxPro database, which is suggested.

Complete the following steps to create an ODBC source for this new Visual FoxPro 6.0 database.

1. From the Start menu, select Settings...Control Panel.

2. Double click on the ODBC Data Sources 32 bit icon. The icon may be named differently on NT machines.
3. In the ODBC Data Sources Administrator window, click on the System DSN Tab.
4. Click on the Add button. The Create New Data Source window will be displayed.
5. Select the Microsoft Visual FoxPro Driver.
6. Enter a Data Source Name and Description. For Example: MyVFPServer
7. Click Finish. Close the Control Panel.
8. From the Start menu, select the NFIRSv51 Configuration Tool and click on the Advanced Tab.
9. If configuration information is necessary for Online Access, check the Online Access box and enter the information. Click Save.
10. Check the Offline Access box.

Rename the ODBC driver to point to Visual FoxPro 6.0:

1. In the Database Type drop down box, select Visual FoxPro 6.0.
2. Replace the odbc driver name (in the top text field) with the one you just created. Example: jdbc:odbc:MyVFPServer
3. Click Save, and exit the Configuration Tool.
4. Proceed with User Injection. (Refer to steps 1 - 7 in the Access 97 New Users section above).

3.4 Microsoft SQL Server 7.0 Database Setup

Users who wish to use MS SQL Server 7.0 as the Off-Line database engine must have MS SQL Server 7.0 installed on the PC prior to installation of NFIRS 5.0 software Version 5.1. Begin by importing the schema to the MS SQL Server 7.0 database using these steps:

1. Create a new database using the SQL Enterprise Manager (EM).
2. From the EM, under the Tools menu select SQL Server Query Analyzer.
3. When the Query Analyzer launches, go the combo box at the top-right and select your database name.
4. Click the "Open" icon (second icon from left on top of window).
5. Select the .sql file that contains the schema, which is usually named "NFIRSSQLServerSchema.sql".
6. Press F5 to execute the script.
7. Select the .sql file that contains the table updates, which is usually named "SQLServerTableUpdates.sql".
8. Press F5 to execute the script.
9. Quit the Query Analyzer.
10. The new schema is now found under "tables" for the new database, which can be viewed in the Enterprise Manager.

Create an ODBC source for this new SQL Server database.

1. Select Start...Settings...Control Panel
2. Open the ODBC Data Sources-32 bit. This may be named differently on different versions of NT.
3. Click on the System DSN Tab.
4. Click on Add button. The Create New Data Source window will be displayed.
5. Select SQL Server.

6. Enter a Data Source Name and Description. Click Finish and close the Control Panel.
7. From the Start menu, open the NFIRS Configuration Tool and click on the Advanced Tab.
8. If configuration information is necessary for Online Access, check the Online Access box and enter the information. Click Save.
9. Check the Off-Line Access box.
10. From the Database Type drop down list select SQL Server 7.0.
11. Replace the odbc driver name (in the top text field) with the one you just created.
12. This driver name should now look like "jdbc:odbc:MySqlServer"
13. Save and exit the Configuration Tool (leaving the "Offline access" box checked)
14. Proceed with User Injection (refer to steps 1 -7 in the Access 97 New Users section above.)

3.5 Visual FoxPro 6.0 & MS SQL Server 7.0: Previous NFIRS Version 5.0 Users

Visual FoxPro 6.0 or MS SQL Server 7.0 Off-Line Users who have fire department and incident data saved locally from NFIRS 5.0 Version 5.0 can follow the steps below.

1. Install NFIRS 5.0 Version 5.1.
2. After successful installation, in the Configuration Tool's Advanced Tab, name the odbc Data Source the same as it appears in the ODBC Data Source Administrator.
3. In the Configuration Tool's Advanced Tab, select the Database Type.
4. Click Save and exit.
5. Perform Remote Synchronization.

4. Starting the NFIRS Data Entry/Validation Tool

When the user selects NFIRS from the Start Menu on their personal computer, a pop-up window (Setting Database Connection…) will be displayed followed by a login window. If the login window fails to come up, there is a configuration issue which must be resolved. Please refer to the NFIRS Configuration Tool User's Guide Documentation for configuration issues, available on the NFIRS Download Documentation web page, http://www.nfirs.fema.gov/nfirsdocs.htm.

Note: Users using the software in the On-Line mode must first have an Internet connection established before logging onto NFIRS. Users who do not have an Off-Line Database set up will need to run the software in the On-Line mode only. Section 4.0 provides details.

At the login window, the user enters the Username, State, and Password created during user registration. If the user is working in the Off-Line mode, the password used is the one created during User Injection. The user is allowed up to five consecutive failed login attempts after which the system locks the user's account. Successful login after less than five attempts will reset the failed login counter. If the user's account becomes

locked, an administrator will have to unlock the account using the NFIRS System Administration Tool. For further information, please see the NFIRS System Administration Tool User's Guide available on the NFIRS Download Documentation web page, http://www.nfirs.fema.gov/nfirsdocs.htm.

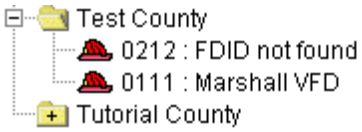
4.1 Starting the Data Entry /Validation Tool (On-Line Users):

Users who will be entering their incidents On-Line will be submitting their incident information directly to the National Database. After installation of NFIRSv5 Client suite, open the Configuration Tool and check On-Line Access (the user does not have to be On-Line to open or change this configuration). Click Save and close the Configuration Tool. Establish a connection to the Internet. Start the Data Entry Tool from Start... Programs...NFIRSv51…Data Entry Tool. At the login window, the user enters the Username, State, and Password entered during user registration. Click OK to submit user information. In the white status bar, the message "Validating User…" will be displayed. If the wrong user information was entered, an error will be generated. Re-enter using correct login information.

When the Data Entry Tool Main View Screen is displayed, a hierarchical tree will display your State, and/or County or Region and the Fire Department Name.

If the user's FDID is displayed followed by **FDID NOT FOUND** (Diagram 4.1.0), the Fire Department information (header record) must be created and saved . To create the Fire Department header record, highlight FDID and FDID Not Found by clicking once in the Groups Window. Click on Fire Dept. from the Menu Bar...Select New Fire Department. (If New Fire Dept. is grayed out, the FDID and FDID Not Found is not highlighted.)

Diagram 4.1.0



When the Fire Department screen is displayed, the FDID number will be automatically entered. Enter the Fire Department Name. Additional information is optional. Upon completion of the Fire Department screen, click OK. The message box at the bottom of the window will display 'Saving Fire Department Information.' The screen will close and the user will be returned to the Data Entry/Validation Tool Main View Screen. In the Groups Window , the FDID Not Found will be replaced by the Department Name entered in the Fire Department screen. The user is now ready to begin entering new incident information.

4.2 User Injection and Remote Synchronization (Off-Line Users):

User Injection enables the user to update an Off-Line database with user information from the National Fire Incident Reporting System database. It is only necessary to perform User Injection when adding a user to the Off-Line database. **Note:** users moving

a previous version's Off-Line database to the new version 5.1, refer to Remote Synch. For locations where more than one user will be accessing the Off-Line database (with separate accounts), user injection will have to be performed for each account (user). For example, to add the users Smith and Jones to the Off-Line database, user injection will have to be performed for Smith and then once again for Jones.

Remote Synchronization, which occurs automatically during User Injection, enables the user to synchronize user account information and FDID information in their Off-Line database with the user account information and FDID information in the On-Line National Database. **Note**: Remote Synchronization does not synchronize incident information.

Remote Synchronization can be performed separately by selecting it from the Advanced Tab on the menu bar. This will ensure that the user's local database is in synch with the National Database, and it is recommended that the user perform Remote Synchronization once a month. Along with the routine Remote Synchronization, it is recommended that users compact the Access database.

4.2.1 Procedures for User Injection (Off-Line Users):

To perform User Injection, the user must have configured NFIRS to Off-Line Access using the NFIRS Configuration Tool (see NFIRS Configuration Tool User's Guide for further information, available on the NFIRS Download Documentation web page http://www.nfirs.fema.gov/nfirsdocs.htm). In order to complete the User Injection Process, the user will need to establish an Internet connection.

The user must then start the NFIRS Data Entry Tool. When the login window appears, the user must leave the Username, State and Password fields blank and click the OK button. A window will appear asking the user, "Would you like to inject a user from the On-Line database?" When the user clicks OK, the On-Line login window will appear. The user must enter the username, state, and password entered during registration.

After entering the On-Line Username, State and Password, a pop-up window will appear prompting the user to change passwords. This window enables the user to create a different password for the Off-Line database if desired. The user may opt to use the same password for the Off-Line database as for the On-Line database. After entering a password and then confirming it, the user must click the OK button. It is at this point that User Injection and Remote Synchronization occur. When complete, a window will appear informing the user that the Internet connection is no longer required. The user must click the OK button to dismiss the window. The NFIRS Data Entry Tool Window will be active, and the user will be able to enter Incident data in the Off-Line mode.

The following table outlines the steps required to perform user injection and synchronize the local database with the National Fire Incident Reporting System Database.

User Injection Instructions Table:

Step	Action	Response
1	Ensure that the NFIRS Data Entry Tool is set to run in the Off-Line mode. Instructions are contained in the NFIRS Configuration Tool Users Guide.	This ensures that User Injection can take place successfully.
2	Establish an Internet Connection.	The User will be connected to the Internet.
3	Click on Start…Programs…NFIRSv51… Data Entry Tool.	This will launch the NFIRS Data Entry Tool.
4	Leave Username, State, and Password fields blank and click on the OK button	A Window will appear asking if the user wishes to perform User Injection.
5	Click the OK button.	Data will be requested automatically.
6	A login Window for the On-Line database will appear.	No Action needed.
7	Enter Username, State, and Password for the On-Line database (the Username, State, and Password that was used during NFIRS registration).	The user is connected to the On-Line database.
8	A pop-up window prompting the user to change password appears.	This password change is for the Off-Line database.
9	The user may enter the same password as is used for the On-Line database, or enter a new password for the Off-Line database.	A password is required for the Off-Line database.
10	Click the OK button after entering and confirming the new password.	User Injection and Remote Synchronization occur.
11	The NFIRS Data Entry Tool is launched in Off-Line mode.	The user is ready to enter Incident data in the Off-Line mode.

Reminder: Performing User Injection /Remote Synchronization will not synchronize incident data.

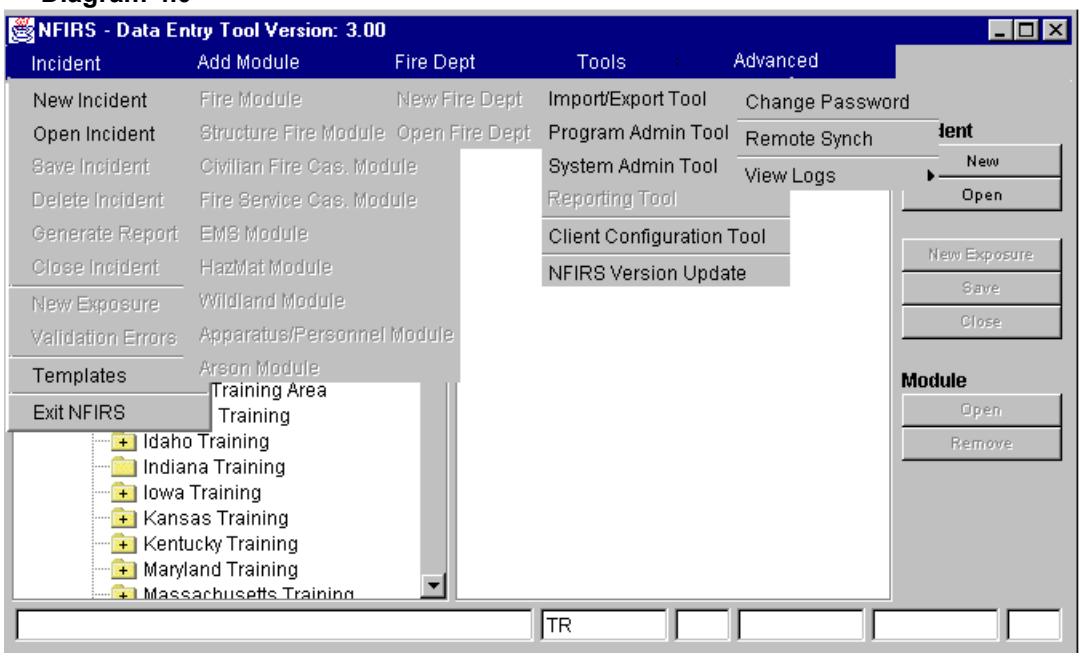
4. The Menu Bar

There are five pull-down menus in the NFIRS Data Entry/Validation Tool. The menus provide actions for entering and maintaining Incident and Fire Department Data as well as other Tools and administrative functions (diagram 4.0).

Diagram 4.0 displays the NFIRS Data Entry/Validation Tool with the Menu Bar fully opened to provide the user with a quick reference of all the options available from this tool. During actual use, the user will only be able to pull down one menu at a time. Some actions are invalid at given points in the execution of the Data Entry/Validation Tool. For example, under the Incident menu, the option to save, delete, or close an incident will be inactive (grayed out) unless an incident is opened.

Menus and menu options remain the same in software Versions 3.00, 4.0, and 5.0.

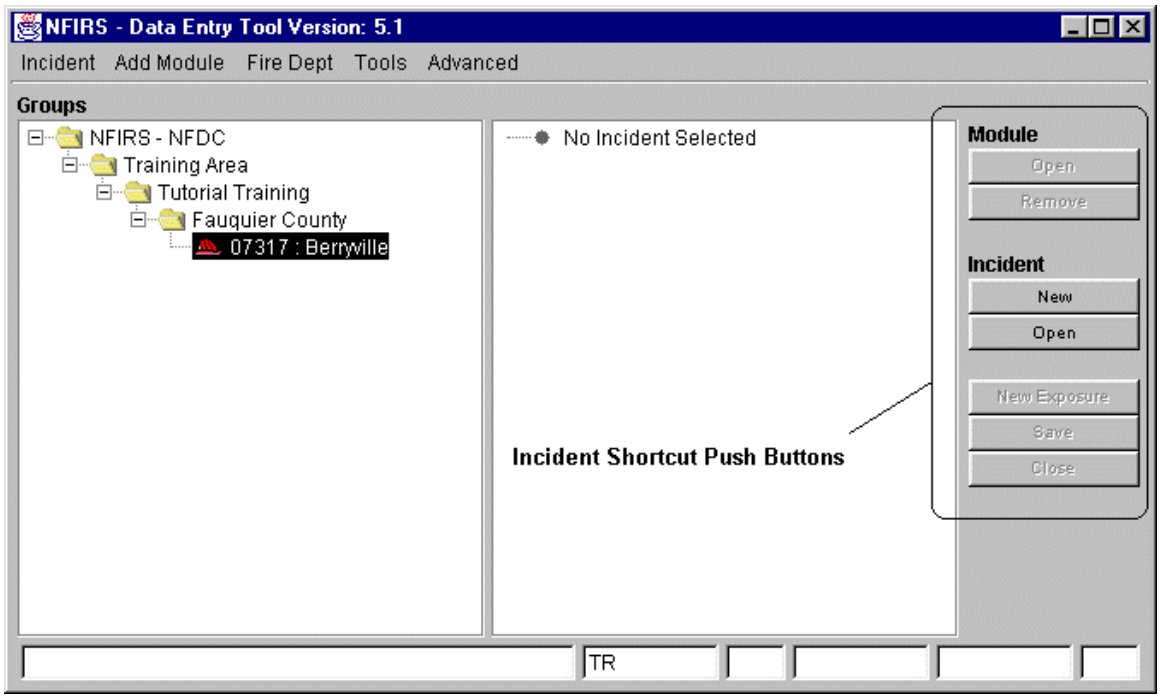
Diagram 4.0



4.1 The Data Entry Tool Push Buttons:

The Data Entry Tool provides push button short cuts (diagram 4.1.0) for opening or creating new incidents, creating new exposures, saving or closing incidents, and opening or removing modules. The following subsections contain additional information on these functions.

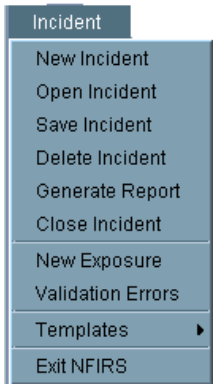
Diagram 4.1.0



4.2 The Incident Menu:

The Incident menu provides the user the ability to create a New Incident, Open an existing incident, Save an incident, Delete an incident, Generate a Report, and Close an Incident, enter a new Exposure, check Validation Errors, or pick an Incident Template and Exit NFIRS (diagram 4.2.0). This is a "pick and click" menu – the user clicks on Incident, and then clicks on the choice of options.

Diagram 4.2.0



4.2.1 New Incident:

When the user clicks New Incident, a pop-up window for Section A – Incident Key will appear. Upon completing Section A, if the user has not checked "No Activity", the Basic Module will be created and appear as part of the Incident tree in the Main View. Highlight Basic Module and then click on the Open push button on the Incident Shortcut Push buttons under Module (see diagram 4.1.0), or double click on Basic module. Enter requested information. To obtain codes for coded fields, press F1 while cursor is placed in the field.

Based upon the values input in the Basic Module, additional Modules may be required. These additional required modules will not automatically be added, however, the requirement for additional modules will be called out during the validation check. From the Add Module Tab, the User can select the module and enter the requested information.

4.2.2 Open Incident:

When the user clicks on Open Incident, the Incident Search Window a pop-up will appear. The user may enter values for all, some, or none of the available fields. The more fields that are filled out, the more selective the search process will be. If no fields are selected, the search will retrieve all incidents in the database. When the pane is filled with retrieved incidents, the user may double click on the appropriate incident to select and modify.

After the user selects the desired incident, the Incident Search Window will minimize automatically. The user can maximize the window by clicking once on the task bar at the bottom of the Desktop where the Incident Search window is signified. The Incident Window will maximize in size and the user can select another incident to open and view. To close the Incident search Window, click once on the X in the upper right corner of the window.

4.2.3 Save Incident:

Information that has been entered may be saved by clicking on Save Incident on the pull-down Incident Menu, or click on Save button on the Incident Shortcut Push buttons (see diagram 4.1.0).

If validation errors are present when the user clicks on Save Incident, a prompt will appear stating that Validation Errors Exist, offering the user the chance to review and modify the incident as required. If the user clicks on No, the incident will be saved as an invalid incident with validation errors. If the user clicks on Yes, the validation window will appear. If the user clicks on Cancel, the pop-up window will disappear and the user will be returned to the previous window and the incident is not saved.

To make a back-up copy of incident data, the user may save incident data to a floppy disk. The user must first save the incident(s) as described above and then export the incident. To export the saved incident, open the Import/ Export Tool (Section 5.1.2). Export the desired incident(s). When the Save Incidents to File dialog box appears, save the file to 3 1/2 Floppy [A]. Name the file and click

Save. The incident data on disk can be imported at a later date or opened in Notepad.

4.2.4 Delete Incident:

In order for the user to delete an incident, an incident must be selected (refer to section 4.2.2 to select an incident). The user will be prompted to ensure that this is the desired action. Once deleted, the incident is removed from the system and cannot be recovered.

If the user has not been assigned the Delete Incident permission from their System Administrator, the Delete Incident option will be grayed out.

4.2.5 Generate Report (Forms Based Incident Report)

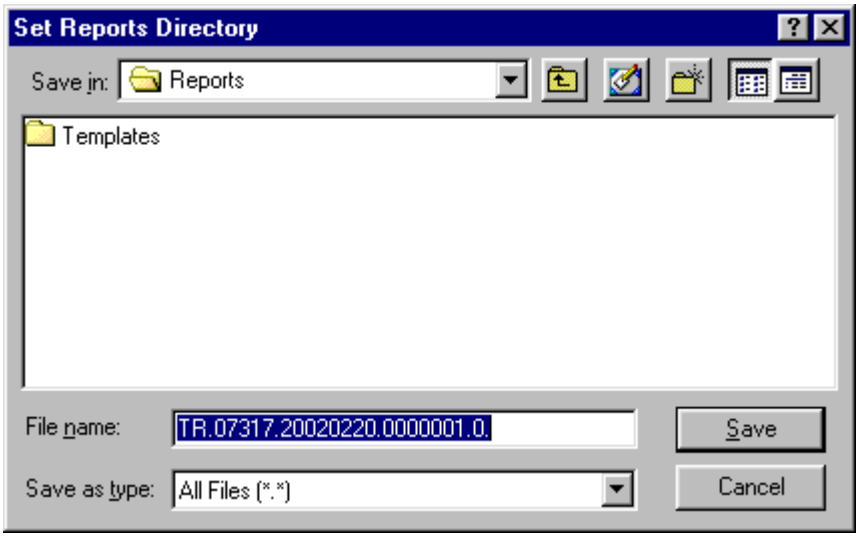
An incident can be generated as a Forms Based Incident Report in pdf format using the information the user entered into the modules for the incident. These reports generate the equivalent of the paper forms of the modules and can be generated On-Line or Off-Line, an incident at a time. To view, save, and print the reports, Adobe Acrobat version 3.02 or better is required on the user's PC. Adobe Acrobat Reader may be downloaded from the Adobe web site, http://www.adobe.com/products/acrobat/readstep.html at no cost.

An incident must be open in order to generate a report. An incident is open when the user sees in the Main View Screen the Groups Window on the left, and on the right a hierarchical tree showing Section A -Key Information and Basic Module, as well as any other modules that have been filled out for the incident. The user can generate a report on a newly entered incident once the information has been entered and saved, and before closing the incident.

To Generate a Forms Based Incident Report:

1. Click on Incident from the menu bar, then click on Generate Report.
2. The Set Reports Directory pop up window appears. The user may choose to save the report to a different location and enter a report name, or click Save to save the report to the default location and file name (diagram 4.2.5.0). The default location is the Reports folder, a sub-directory of the NFIRS root directory. The default file name will be: state.FDID.incidentnumber.exposure..pdf (diagram 4.2.5.1).
3. When the report has been successfully saved and generated, a pop up message Reports Forms Generated Successfully will appear.
4. Click OK. The user will be returned to the Main View Screen.

Diagram 4.2.5.0



5. To view a report that was generated, minimize or close the Data Entry Tool.
6. Open Windows Explorer and locate the NFIRS root directory.
7. Double click on the Reports folder. The user will see a separate file for each form of the incident report. Currently, all forms except for Apparatus, Personnel, and related sub-forms are available.
8. Locate the desired report file and double click to open (diagram 4.2.5.2). Adobe Acrobat Reader will open the report in pdf format.

Diagram 4.2.5.1

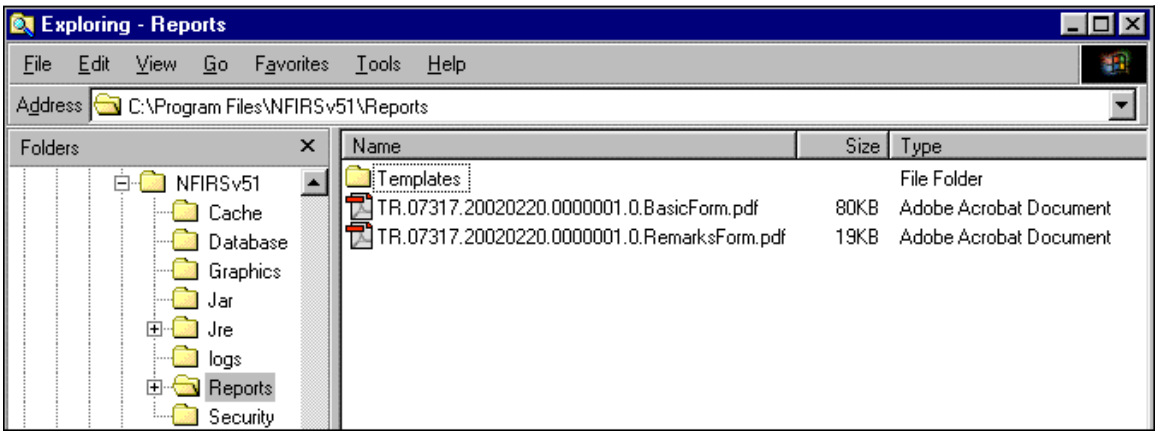
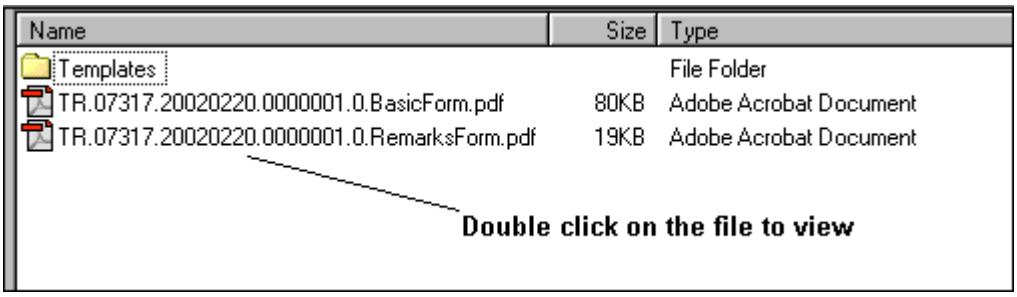


Diagram 4.2.5.1



Note: The first time a report is generated, the user will be prompted to Locate the Acrobat Reader Executable. Click OK.
Locate the Abode Program folder and double click on it to open.
Locate the Reader folder and double click on it to open.
Locate the executable file and double click on it to open.

The executable files are named

- Adobe Acrobat Version 3.02: acrored32.exe
- Adobe Acrobat Version 4.0: Acrobat.exe
- Adobe Acrobat Version 5.0: AcroRd32.exe

To print a report, the report must be open in Adobe Acrobat Reader. From the Adobe File menu, choose the Print command.

4.2.6 Close Incident:

To close an incident, the user must either create an incident, or select an incident. When the user clicks on Close Incident, a pop up window will appear if the most recent changes to the incident have not been saved. The user can click Yes to save the incident, No to disregard the changes, or Cancel the save process and return to the previous window.

If the user has entered data for a new incident or modified an existing incident, the user must save that incident data before selecting New Incident again. **Caution:** If the user selects New Incident before saving the previous incident, this causes the previous incident to close and not be saved.

4.2.7 New Exposure:

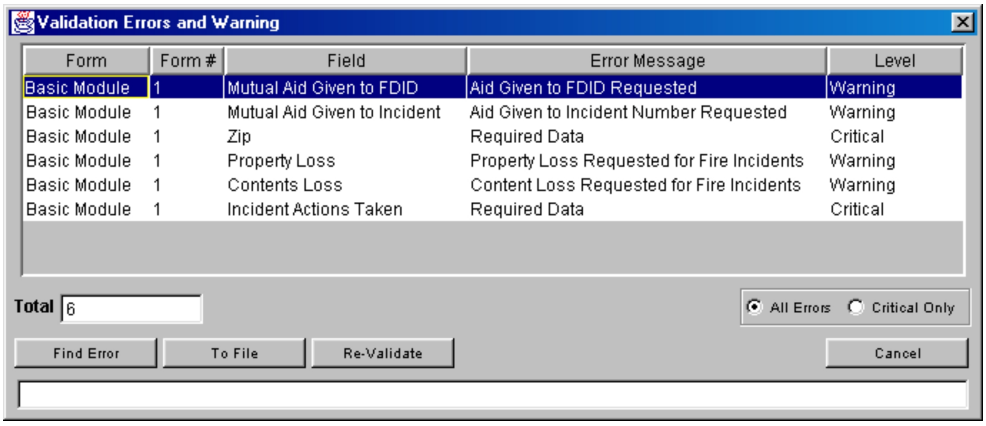
When the user clicks on New Exposure, the current exposure or base record will be closed and a new incident exposure will be created by incrementing the previous exposure number by one.

4.2.8 Validation Errors:

When the user clicks on Validation Errors, the Validation window will appear (diagram 4.2.8.0). The Validation window displays both Critical and Warning Errors. Warning Errors are strictly informational and do not effect the validity of

the incident; Critical Errors cause an incident to be invalid. If no Validation Errors exist, the value for Total in this window will equal zero.

Diagram 4.2.8.0



4.2.9 Templates:

The Templates choice has two modes. The first mode, Delete Template, is active when there is no incident selected. When the user clicks on Delete Template, the Template Selection window (diagram 4.2.9.0) displays a listing of all templates available to the user for deletion. If the user has no templates, the template selection window will not appear.

The second mode, Save Incident As, enables the user to save an incident according to a template. A template facilitates entering incident data for those users who have incidents with common field elements. For example, if a department performs a regular run, the template saves the address and/or shift personnel information eliminating the need to manually enter the data each time the incident is reported. If the user enters primarily EMS incidents, it would be desirable to set up a template to facilitate future entry of EMS incidents in order to simplify keying of EMS incident data.

To create a template, an incident must first be created or open. After the user adds the appropriate modules to "customize" the incident, click on "Incident…Templates…Save Template As." A pop-up Window will be displayed in which the user is prompted to enter a Template name (diagram 4.2.9.1). It will save time locating the template in the future if the user chooses a descriptive name.

Note: Multiple templates may be saved under the same name, but doing so may cause confusion when retrieving templates. After entering a name, the user may either click on the OK button to save the template or the cancel button to discard the template.

Diagram 4.2.9.0

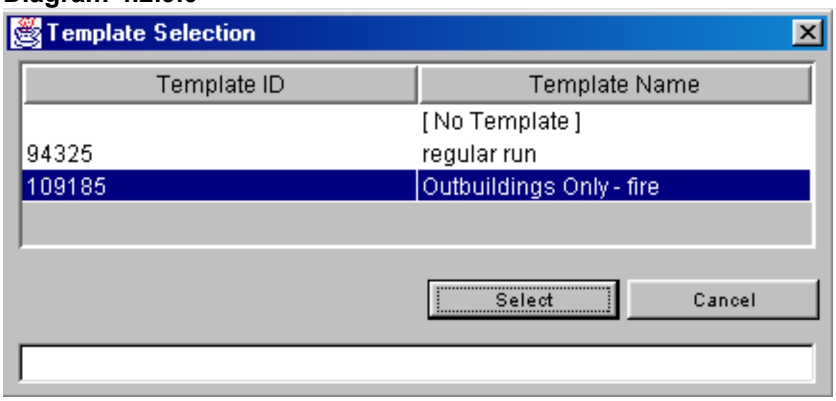
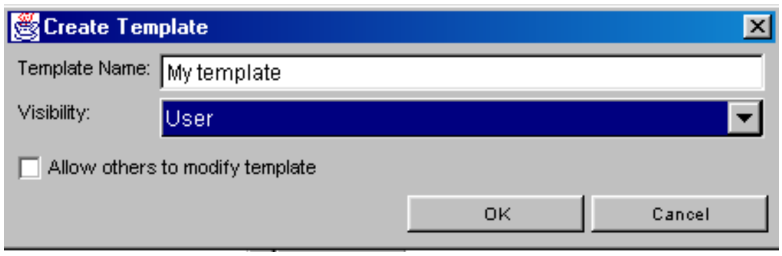


Diagram 4.2.9.1



4.2.10 Exit NFIRS:

When the user clicks on Exit NFIRS, if the user has an open, modified incident, a pop up window will appear asking the user: Exit NFIRS Data Entry Tool? Yes, No or Cancel. If the user clicks on No or Cancel, the changes will not be saved and the pop-up window will disappear returning the user to the previous window. If the user clicks on Yes, a new pop-up window will appear informing the user that changes exist: Save Incident Before Closing? Yes, No or Cancel. If the user clicks on Yes, the Changes will be saved and the application will exit. If the user clicks on No, the Changes will not be saved, and the application will exit. If the user clicks on Cancel, the pop-up window will disappear, and the user will be returned to the previous window.

If Validation Errors are present, the user will be provided the opportunity to update and validate the incident. If the user has an open, unmodified incident, the pop-up window stating that changes exist will not appear. If there are no validation errors, the user will be prompted to confirm Exit, and upon confirmation, the application will exit.

4.3 The Add Module Menu:

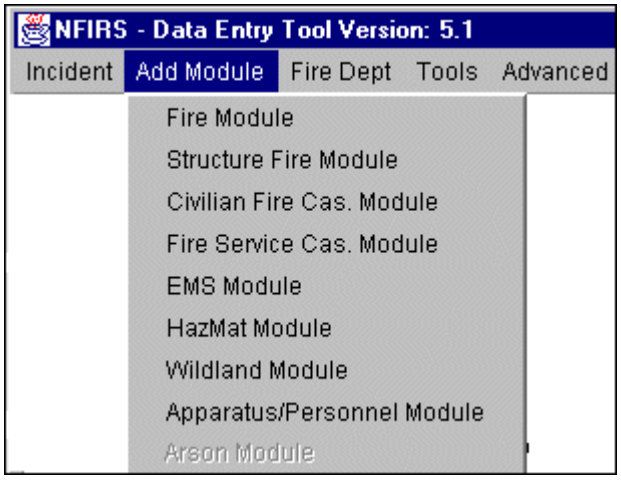
The Add Module Menu provides the user the ability to add Fire, Structure, Civilian Fire Casualty, Fire Service Casualty, EMS, HazMat, Wildland, Apparatus, and Arson Modules (diagram 4.3.0). In order to add a module, the user must either have an Incident open, or

be in the process of creating an Incident.* The user should highlight the module that is to be added and click the open button on the main view screen. When the NFIRS Data Entry/Validation Tool is first started, this menu will be grayed out.

*Reminder: Additional required modules will not automatically be added, however, the requirement for additional modules will be noted during the validation check.

To remove a module, the incident must be open. Highlight the desired module to be removed on the Main View Screen, then click on Remove push button in the module section.

Diagram 4.3.0



4.4 The Fire Department Menu:

The Fire Department menu provides the user the ability to enter and update the department's information and modify information about an existing Fire Department. The user may enter and save additional information for the Fire Department, such as address, number of volunteers, apparatus and personnel information; however only the FDID, State, and Description (name) of the Department is required. The required information creates the Fire Department's header record in the National or local database which allows the user to send or update information that pertains to the department.

An FDID must be available on the Main View Screen in order for the user to create the Fire Department header. Fire Department Identification Codes (FDIDs) are assigned by the state and entered in the system using the System Administration Tool. Contact your State NFIRS Program Manager for further information.

When a user opens the Data Entry Tool to the Main View Screen, the fire department FDID and name will display (diagram 4.4.0) in the Groups window.
NOTE: If the user sees the words **FDID Not Found**, this means the Fire Department Header record has not been created. This header record must exist before the user can begin to enter incidents.

To create a new Fire Department Header record, click on the FDID from the Groups window. This will highlight the FDID and the words **FDID Not Found**. Click on Fire Dept.

from the Menu Bar and then click on New Fire Dept. The Fire Department screen will be displayed. The FDID field will default to the fire department's FDID the user is creating. Enter the Fire Department name and information. There are two additional tabs, **Personnel** and **Apparatus** (diagram 4.4.1) in which the user may enter additional information regarding the department. When the user clicks OK after entering the desired information, the information has been saved and the Fire department's header record has been created.

Diagram 4.4.0

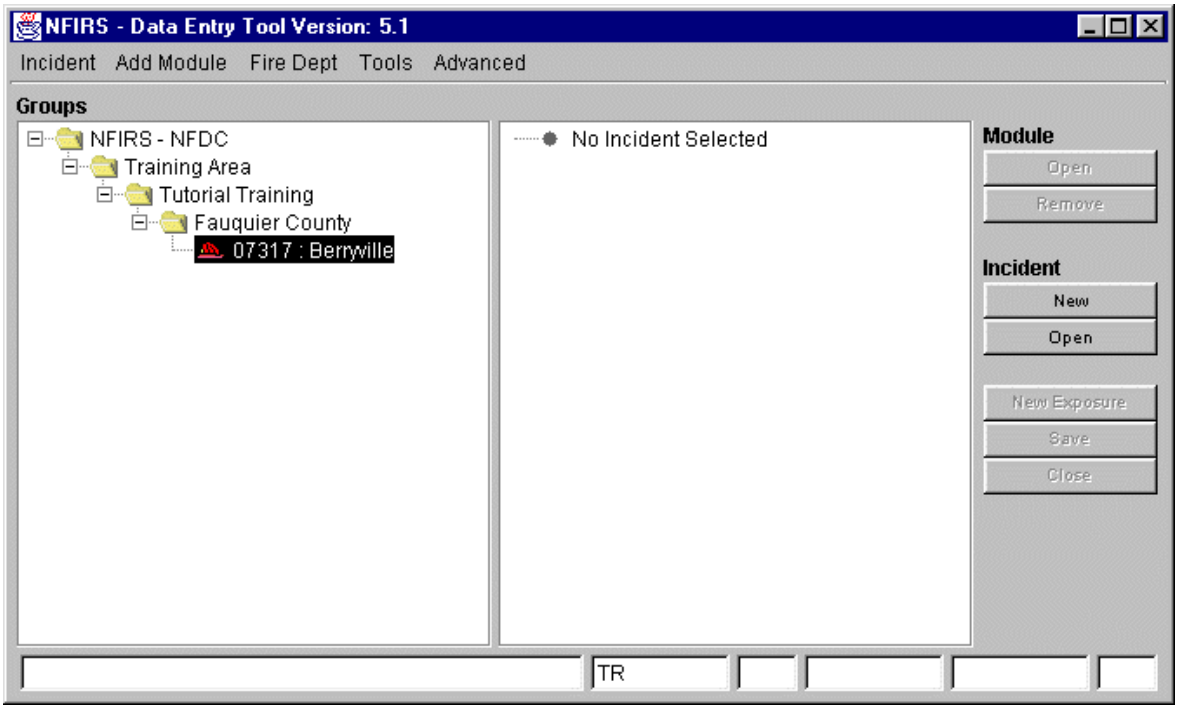


Diagram 4.4.1

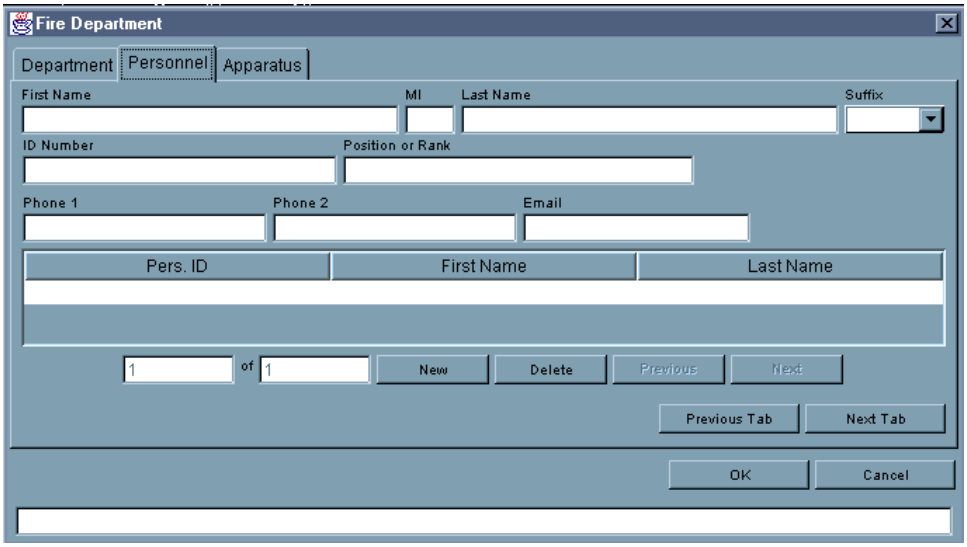
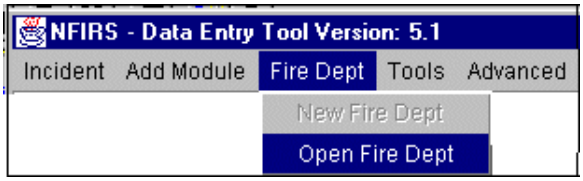


Diagram 4.4.2



To view and modify information of an existing Fire Department, the user must first click on a department name in the Main View Screen (see diagram 4.4.0) and then click on Fire Dept … Open Fire Dept (diagram 4.4.2). The first tab, **Department** is where the user enters Fire Department specific information, such as the number of paid and volunteer firefighters, the address of the fire department, etc. The other two available tabs, Personnel and Apparatus enable the user to enter and modify data about the department's existing personnel and apparatus.

The push buttons Next and Previous enable the user to navigate through the three label tabs and enter new or delete information. Above the push buttons are two windows that provide the user information about how many pages of Personnel or Apparatus information exist.

5. The Tools Menu:

The Tools menu provides an interface to the NFIRS Client Suite. The tools provided allow the Import/Export of incidents and fire department information including Conversion of 4.1 and transaction files to NFIRS 5.0 format, Program Admin, System Admin, Reporting Tool, and Client Configuration, and NFIRS Version Update. **Note:** Access to tools is user specific – if a user does not have access to a tool, the option will be grayed out. For example, not all users will have the option to access the NFIRS System Admin Tool. Only users who have been granted Administrator privileges have the NFIRS System Admin Tool available from the Tools menu.

The Bulk Import Utility is not part of the Client Suite Software. Refer to the NFIRS 5.0 Web Site, http://www.nfirs.fema.gov for information on the Bulk Import Utility.

5.1 The Import / Export Tool

The Import/Export Tool provides the user the capability to import and export fire department information and incident data. Users entering data in the Off-Line mode will use the Import/Export Tool to import 5.0 Delimited Fire Department and Incident data into a database (National or local database), and/or to a text file or spreadsheet. The Import /Export Tool is utilized to convert 4.1 Master files and 4.1 Add Transaction files to the NFIRS 5.0 format. The Tool has been enhanced with an automatic mechanism which detects the type of input file, parses (prepares) and validates the file, and then converts and imports the data in the 5.0 format. Log files are created during import which provide details of the process and validation errors that exist in the import file. The following

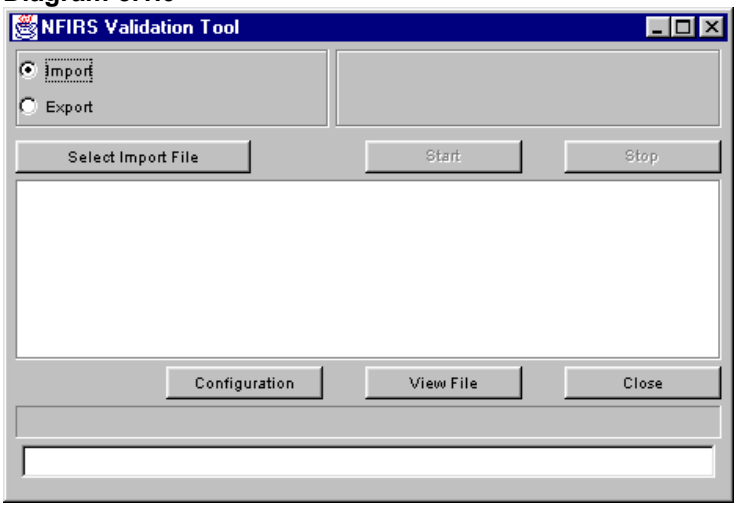
sections provide instructions to export and import 5.0 Delimited files. Section 5.1.5 provides complete instructions for the Conversion routine with 4.1 data files.

Users entering and saving Fire Department information and incidents in a local database will use the Import/ Export Tool to send their information to the National Database. A connection to the Internet will be necessary. The first time a user is ready to send their incident data from their local database to the National Database, they must first export their Fire Department information to a file and then import the file to the National Database. This will create the Fire Department header record in the National Database. The Fire Department header record is required to properly store incidents for the fire department.

Users may verify their Fire Department and Incident data was imported successfully to the National Database or to their local database by clicking on Incident from the Menu bar and then Open Incident. The Incident Search window will be displayed. Click on Search to view all incidents or define the search criteria for a narrower search.

When the user clicks on the Import/Export Tool, the NFIRS Validation Tool window will be displayed. The Validation Tool appears by default with only the Import and Export selections available. When the user selects the Export check box (circular in shape), the interface changes to display Incident and Fire Department check boxes (diagram 5.1.0). The following sections describe the steps to utilize the Import /Export Tool to send Fire Department information and Incidents created in 5.0 format to the National Database.

Diagram 5.1.0



5.1.1 Exporting Fire Departments – 5.0 Data:

To export Fire Department information, click the Export check box and the Fire Department check box (circular in shape). The Select Incidents push button changes to Select Fire Depts. When the user clicks on the Select Fire Departments push button, the Select Fire Department pop-up window will be displayed (diagram 5.1.1.0) with a listing of fire departments available for export. When the user clicks on a fire department in the hierarchy and then clicks the Select push button, a Save Fire Departments To File pop up window (diagram 5.1.1.1) will be displayed. Users have the option of saving to the default directory

or choosing a different location. Name the file and click Save, or click Cancel to return to the previous window.

Reminder: The first time a user is ready to send their incident data from their local database to the National Database, they must first export and import their Fire Department information. This creates the Fire Department header record in the National Database, which is required to properly store incidents for the fire department. The order of the procedure for first-time users is: export Fire Department information, export Incident information; change configuration, import Fire Department information, import of Incident information. The user can verify the incidents were imported to the National Database at the end of the procedure, while still On-Line.

Diagram 5.1.1.0

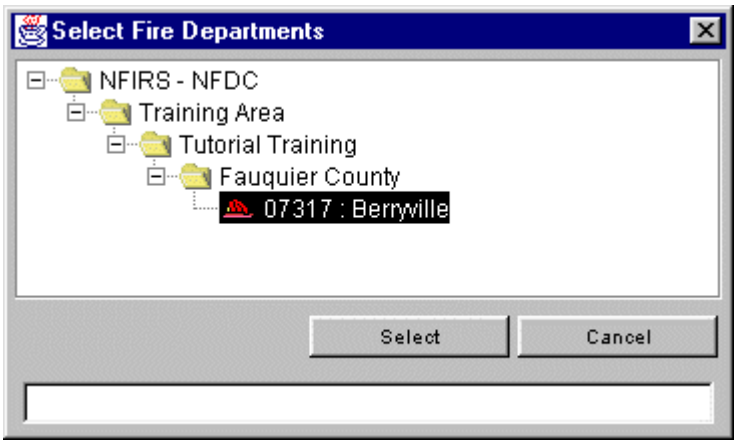
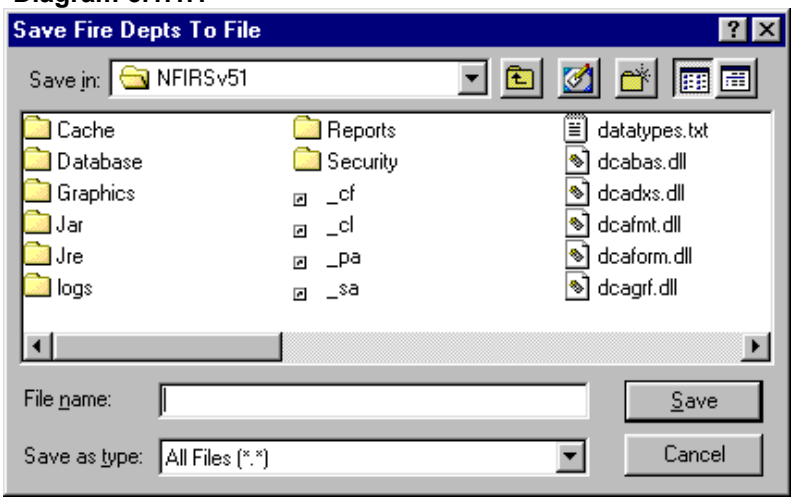


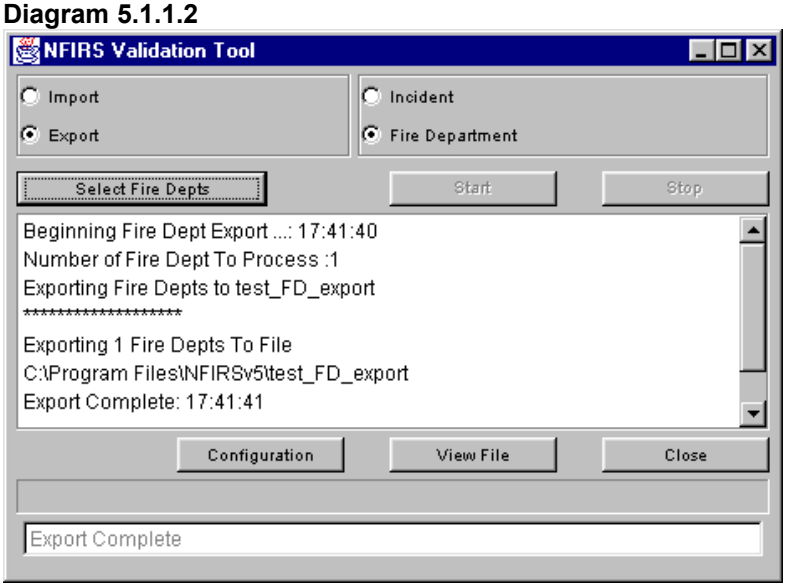
Diagram 5.1.1.1



In the Validation Tool window, a summary of the export process will be listed when the Fire Dept export is finished (diagram 5.1.1.2). The beginning time of the export process, the number of Fire Depts processed, and the file to which the data will be stored is listed in the first section of the list. The second section lists

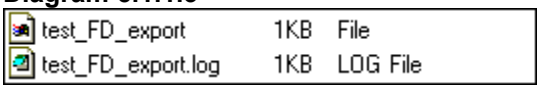
the number of Fire Depts being exported, the complete directory path to the export file, and the export completion time.

Diagram 5.1.1.2



The export process creates two files: an ASCII text file and a log file. The ASCII text file is the original file which contains the fire department (or incident) data and is the file the user will select during the import process. The log file provides documentation of the export process. Diagram 5.1.1.3 shows a view of the export files in the root directory and the icons that are likely to be displayed. The file size varies according to the amount of Fire Dept (or incident) data. The user may open and view the log file in NotePad or WordPad.

Diagram 5.1.1.3



To import the data to the National Database, the user must change Off-Line access to On-Line access in the Configuration Tool. The Configuration Tool allows the user to specify whether to import the data to a database or a flat file, Accept Invalid Records, and/or Overwrite Existing Incidents. For more information, refer to the Configuration Tool User's Guide, available on the NFIRS Download Documentation web page, http://www.nfirs.fema.gov/nfirsdocs.htm.

To change configuration from the Validation Tool window, click on the Configuration button. The Configuration Tool will be displayed. Select the Advanced tab. Check the box for On-Line access. Click Save and exit the Configuration Tool. Exit the Data Entry Tool. **Note:** The Data Entry Tool must be exited for the configuration change to take effect. Establish a connection to the Internet. Open the Data Entry Tool and select the Import/ Export Tool.

The default settings in the Software Version 5.1 are Accept Invalid Incidents and Overwrite Existing Incidents. If the user does not wish to import Invalid incidents, uncheck the Accept Invalid incidents During Import check box.

The following table outlines the steps to export Fire Department data.

Exporting Fire Department Data – 5.0 Data

Step	Action	Response
1	**Exporting a Fire Department:** Click on Tools…Import/Export Tool.	NFIRS Validation Tool launches.
2	Select the Export and Fire Department check boxes.	The Select Fire Department push button is activated.
3	Click on Select Fire Dept. button.	Select Fire Department Window opens.
4	Click on (highlight) desired Fire Department and click on Select.	Save Fire Departments to File window opens.
5	Specify a location to save the file and enter a file name. Click on the Save button.	Fire Department data is saved.

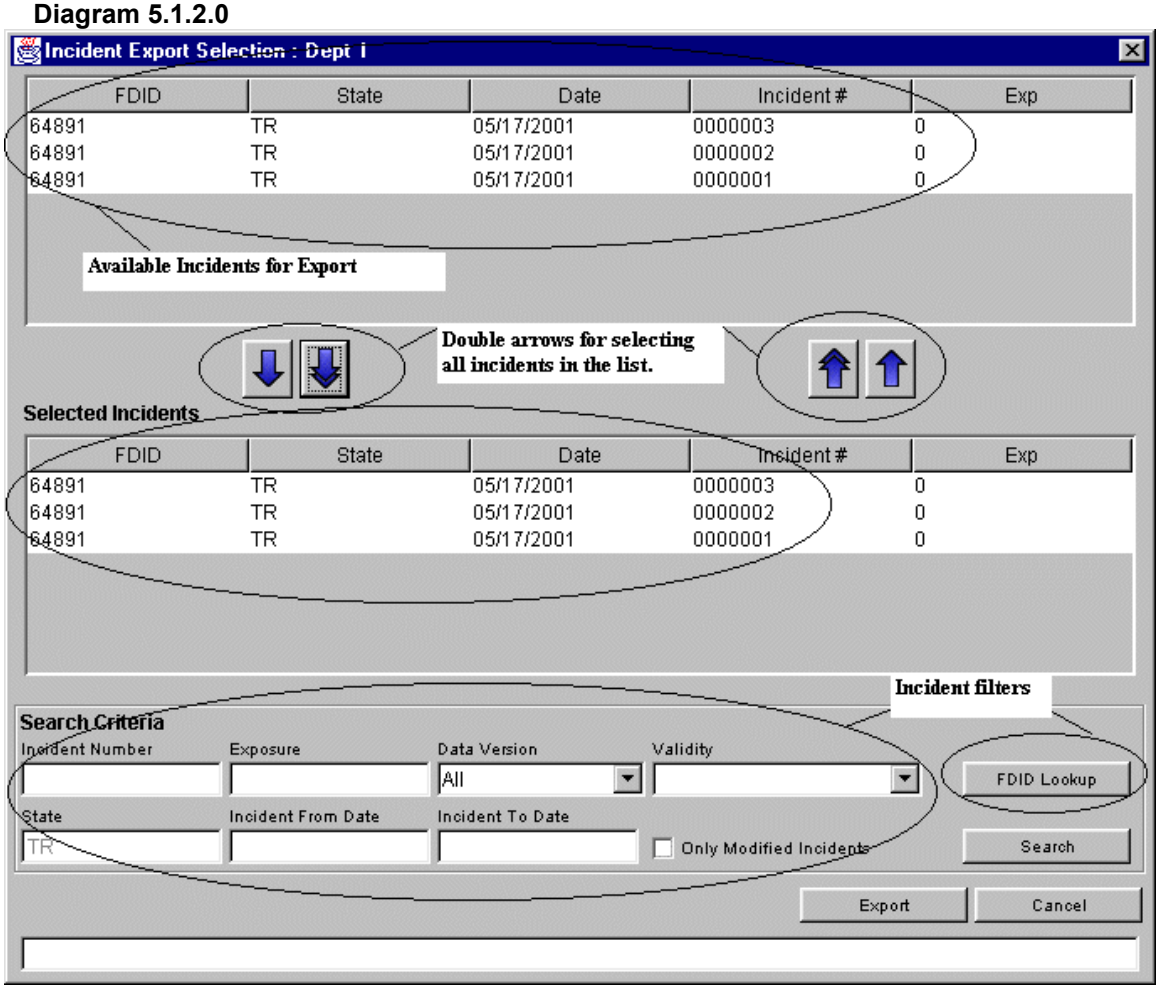
5.1.2 Exporting Incidents – 5.0 Data:

When the user clicks the Export check box and the Incident check box, the **Select Fire Dept** push button changes to **Select Incidents**. When the user clicks on the Select Incidents push button, the pop-up Incident Export Selection window (diagram 5.1.2.0) will appear.

The Incident Export Selection window enables the user to choose Incidents for export based upon FDID, date, exposure, data version (4.1 or 5.0), validity, and modification. The user can click on the FDID Look-up push button to select the desired Fire Department and search for the incidents entered for that Fire Department. When the Search button is selected, the top portion of the window will list all available incidents for export. The user may narrow the search by entering values in the Incident Number, Exposure Number, entering a date range in the Incident Date fields, and by clicking on the Only Modified Incidents check box. The bottom portion of the window lists all incidents that have been selected. The user may select all incidents by clicking on the blue double down arrow, or the user can choose an individual incident by highlighting the incident in the top portion of the Search window and then clicking on the blue single down arrow.

When the Export push button is clicked, the Save Incidents to File dialog box is displayed (the default directory is C:\ ProgramFiles\NFIRSv5). Name the export file and click on Save. The export file of the selected incidents is created.

Diagram 5.1.2.0



During the export process, in the main view screen of the Validation window the status of the export process is recorded. A list of information includes the beginning export time, the number of incidents processed, the destination of the export (the newly created file), the selected action in process (Exporting Incidents to File), the complete file destination, and when the process is finished, “Export Complete.”

The following table outlines the necessary steps to export Incident data.

Exporting Incident Data – 5.0 Data

Step	Action	Response
1	**Exporting NFIRS Incident Data:** Click on Tools…Import/Export Tool.	NFIRS Validation Tool launches.
2	Click on Export and Incident check boxes.	Select Incidents push button appears.
3	Click on Select Incidents.	Incident Export Selection Window appears.
4	Click on Search for all incidents or fill in the Search Criteria at bottom of Incident Export Selection window and click on Search.	The top pane of the Incident Export Selection window becomes populated with Incidents matching the search criteria.
5	Highlight desired incidents and click on single down arrow to select highlighted incident, or click on double down arrow to select all incidents.	Bottom pane of Incident Export Selection. window becomes populated with selected incidents.
6	NOTE: To remove an incident from the selected incidents pane, highlight desired incident and click on single up arrow to select highlighted incident, or click on double up arrow to select all incidents.	Highlighted incidents are removed from the selected incidents' pane.
7	When selection process is complete, click on the Export button.	The Save Incidents to File pop-up window appears.
8	Choose a location to save file to and click OK.	File is exported.

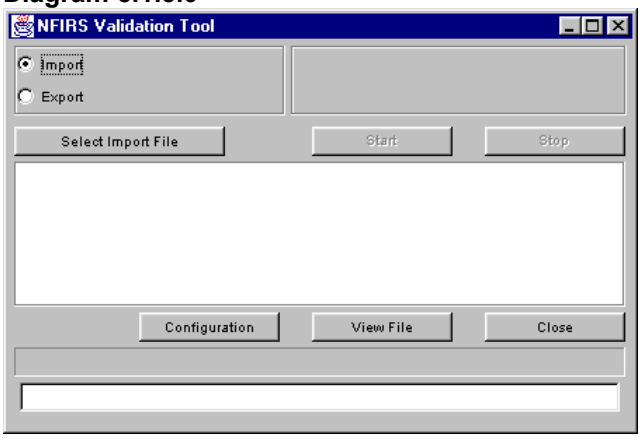
The export files can be imported into a spreadsheet, a local database, or into the National Database. To import the files into the National Database, the user must change the configuration to On-Line, close the Data Entry / Validation Tool, re-start the Tool, and establish an Internet connection. In the Configuration Tool, click on the Advanced Tab. Check On-Line Access and click Save. Exit the Configuration Tool. Exit the Data Entry Tool for the configuration change to take place. When the Data Entry /Validation Tool is re-opened, the user can begin the import process.

Reminder: The first time a user imports data into the National Database, the Fire Department export file must be sent before the incident file (s) in order to create the header record for the department.

5.1.3 Importing Fire Departments - 5.0 Data:

To import fire department information, the user will click on the Import check box (diagram 5.1.3.0).

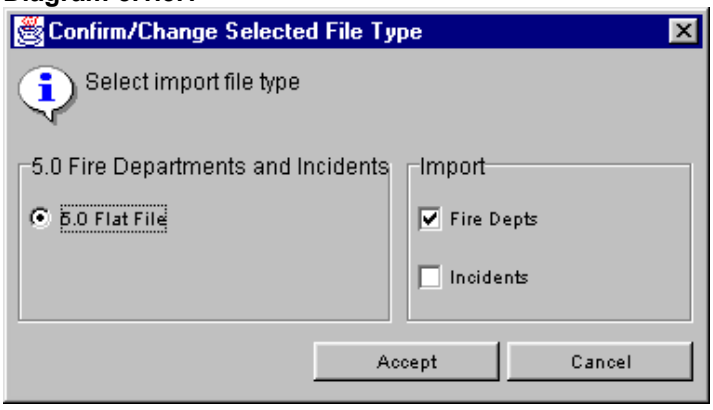
Diagram 5.1.3.0



When the user clicks on the Select Import File push button, the Import File Selection pop-up window will be displayed. The user is able to navigate through the directory structure to locate the file for import. To select a file, highlight the file and click the Open button, or double click on the file.

A Confirm/Change File Type Selection box will be displayed (diagram 5.1.3.1). If the file selected for import is Fire Department information, confirm that the Fire Depts check box is checked. A file containing both Fire Department and Incident information can be set to process by selecting the Fire Depts and incidents check boxes. To accept the file selection, click on the Accept button. Click on the Cancel button to return to the Validation main view screen. (If the file selected does not contain the specified data type, the user will be prompted to choose another file).

Diagram 5.1.3.1



The automatic parsing and validation of the selected file begins. The status 'Importing File' will be displayed in the white rectangular box in the lower left corner and will change to 'File Validation Complete' when the validation process is finished. In the Validation window (diagram 5.1.4.0), the Parse and Validation Statistics will be displayed in list form. The list includes:

- the total number of records read
- the number of Fire Departments records accepted
- the number of Incident records accepted
- and the number of records from the input file rejected

Note: A "record" is one row of a data file, therefore one incident may contain several records.

The list in the Validation dialog box will include information about the transaction in list form. File names are appended with an underscore (_), the information type contained in the records (fd or inc), the data type of file without punctuation (50 or 41), Fire Department or incident type records. The complete list of information includes:

- the time the file was set to process
- the complete file name
- the Transaction Type (TransType)
- Import Target (database or flat file)
- Database mode (On-Line or Off-Line
- Accept Invalid Incidents During Import: true or false (yes or no)

The Configuration push button launches the NFIRS Configuration Tool (see the NFIRS Configuration Tool documentation for further information). The Close push button closes the NFIRS Validation Tool.

The following table outlines the necessary steps to import Fire Department data.

Importing Fire Department Data – 5.0 Data:

Step	Action	Response
1	**Importing Fire Departments Data:** Click on Tools…Import/Export Tool.	NFIRS Validation Tool launches.
2	Click on Import check box.	Import check box is checked.
3	Click on Select Import File button.	Import File Selection box will display.
4	Click on the file to import and then click Open.	The Validation and Import Process begins.

5.1.4 Importing Incidents –5.0 Data

To import 5.0 incidents, select the Import check box. The Select Fire Dept button will change to Select Incidents. When the user clicks on the Select Incidents button the Import File Selection pop up window will be displayed. The user can navigate through the directory structure to locate the desired incident file created during export. To import the file, highlight the file and click Open, or double click on the desired file. The import process will begin.

Information about the import process will be listed in the dialog box of the Validation Tool upon completion of the import process (diagram 5.1.4.0). The import process validates and imports the data to a database (User's Off-Line database or the National Database, or to a flat file), and the results will be displayed in the Validation Tool dialog box. The results of the validation and import process are documented in files which can be located in the sub directory folder named Out. The user may locate and view these files by clicking on the View File button. Diagram 5.1.4.1 shows the out folder after the import of an Incident file. The user should refer to the files to verify import success.

Diagram 5.1.4.0

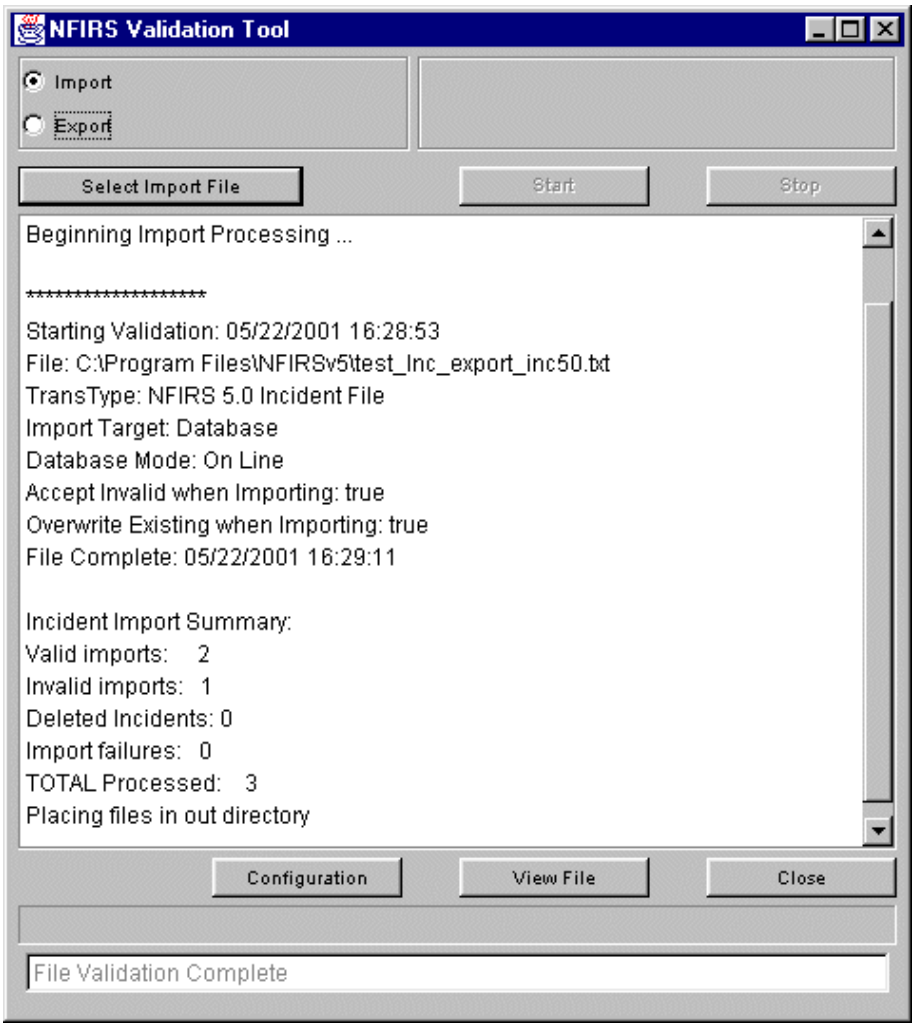
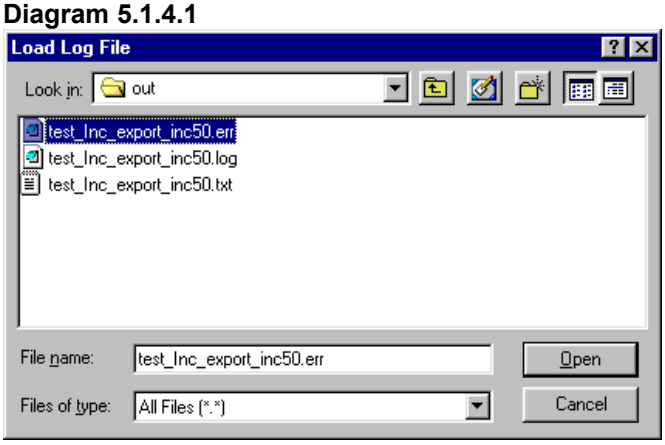


Diagram 5.1.4.1



The following table outlines the steps to import Incident data.

Importing Incident Data – 5.0 Data:

Step	Action	Response
1	**Importing Incidents:** Click on Tools…Import/Export Tool.	NFIRS Validation Tool launches.
2	Click on Import check box.	The Select Fire Depts button will change to Select Incidents.
3	In the Import File Selection pop up window, locate the file to import.	
4	Highlight the file to import and then click Open.	The Validation and Import Process begins.

5.1.5 Conversion of 4.1 Master Files and Transaction Files to NFIRS 5.0 format:

The NFIRS 5.0 Data Entry/Validation Tool provides the user the tools needed to convert 4.1 data to 5.0 format. NFIRS 4.1 data is specifically marked as originating from 4.1 compliant software and is validated against the 4.1 specific rules. The NFIRS Import/Export Tool provides an automatic recognition mechanism to detect the type of file selected for conversion and provides automatic parsing (preparation) for three file types: 5.0 Delimited, 4.1 Master files, and 4.1 Transaction files. The user will follow the same procedure as importing 5.0 data files when converting the 4.1 Master and 4.1 Transaction files into the NFIRS 5.0 format. For import instructions of 5.0 Delimited files, refer to section 5.1.1.

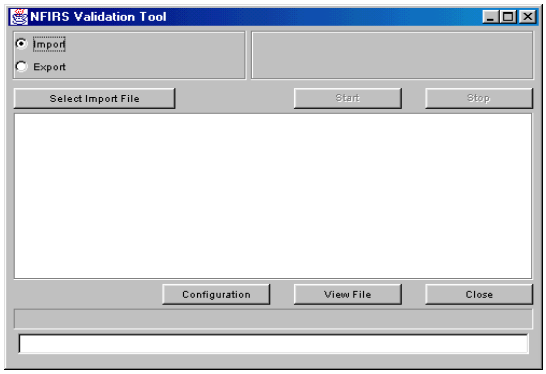
A file selected for conversion must contain all 4.1 Master files records or all 4.1 Transaction records. The selected 4.1 file may contain, however, both Fire Department and Incident data. When the user selects a file for import, the automatic sensing mechanism will be engaged. This mechanism determines the type of file by the number of bytes it contains. A Master file contains 106 bytes. If a Master File has already been parsed, it will contain 108 bytes because the state information has been added. A transaction file contains 80 bytes. Only Add Transactions will be parsed and imported. Change and Delete Transactions will not be parsed and imported.

The white rectangular box in the lower left corner of the Validation Tool screen will display the status of the parsing and validation process. A summary of the conversion process and the import process will be displayed in the Validation Tool dialog box upon completion of the process. The results of the validation and import process are documented in files that can be located in the sub directory folder named Out. The user may locate and view these files by clicking on the View File button. Diagram 5.1.4.0 shows the out folder after the import of both a Fire Department and an incident file. The user should refer to the files to verify import success.

To import and validate 4.1 data, the Import to Database checkbox must be selected on the User Options Tab in the Configuration Tool. This is the default setting.

To access the Import/Export Tool, in the Data Entry Tool under the Tools menu, select the Import/Export Tool. The NFIRS Validation Tool window will be displayed with Import selected by default (diagram 5.1.5.0)

Diagram 5.1.5.0

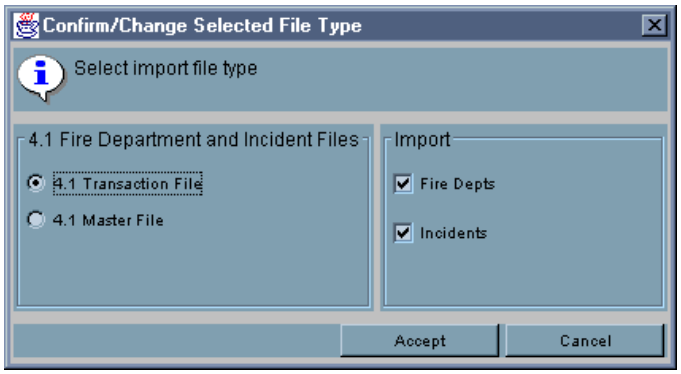


To begin the conversion process, click on the Select Import File button. The Import File Selection dialog box will be displayed. The user can navigate through the directory to locate the file to import. Highlight the desired file and click on the Open button, or double click on the desired file to begin the parsing and validation process. The sensing mechanism automatically determines the file type by reading the first one hundred records of the file.

The Confirm/Change Selected File Type dialog box will be displayed (diagram 5.1.5.1), in which the user verifies the file type detected by the sensing mechanism. If the file contains different information than shown in the Confirm/Change dialog box, the user may select the appropriate check boxes.

Note: If the file contains both Incidents and Fire Depts, both boxes must be checked. When the user clicks the Accept button, the parsing and validation process begins. If the Cancel button is clicked, the user will return to the Validation Tool main view screen.

Diagram 5.1.5.1



In the white rectangular status box at the lower left corner of the Validation Tool, the status of the parsing and validation process will be displayed. During the process the message will read: "Importing file…," and upon completion the message will read: "File Validation Complete." The blue status box may completely fill during the process, however, the validation and import may not be complete and the user must wait for the File Validation Complete message before inputting another file or reviewing log files. The Stop button will interrupt the parsing process. If the Stop button is clicked, the user must input the file again. If a message "Exception During Import" displays in the Validation Tool dialog box, the user must refer to the out folder to find the cause of the error (refer to Section Sub Directory "Out"). **Note:** The parsing and validation process time depends on the amount of records the file contains. The user must allow more time for larger files to be processed.

The Validation Tool Dialog Box

Upon completion of the parse and validation process, the Validation Tool dialog box will provide a summary of the Parse and Validation Statistics in the Validation Tool window. The scroll bar on the right of the Validation window allows the user to view the complete list. Below is an explanation and diagrams of the Parse and Validation Statistics of a sample file that contains fire department and incident information. Refer to the Section Sub-Directory "Out" for a description of the files that are created and placed in the out folder.

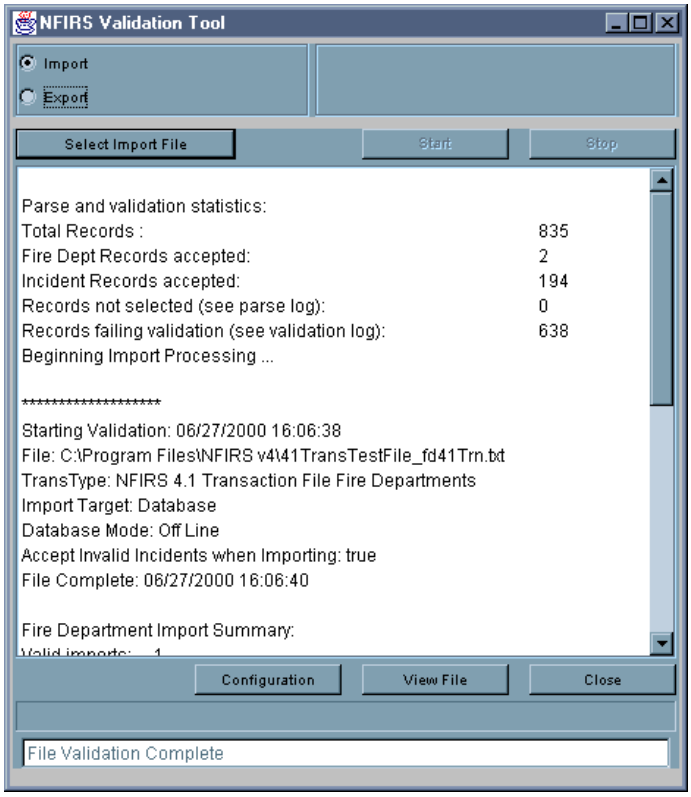
The first section in the dialog box shown in Diagram 5.1.5.2 is the parse and validation statistics. These statistics refer to Records Read, Fire Dept and Incident Records Read, etc. **Note:** One record is one row in the data file. For example: in a 4.1 data file, a single Fire Department transaction is comprised of two records.

The second line in the list shows the Total Records read. Line three is the Fire Department Records Accepted. A record is accepted if its formatting is correct.

Line four is the number of Incident Records Accepted. **Note:** One incident may contain several records. Line five is the total number of Records Not Selected. The user is referred to the Parse log, a separate file created and placed in the out folder. The Parse log provides details of the incidents not accepted, for example: the bad record is followed by a message such as "An incident exists without the associated FD record." Line six is the total number of Records Failing Validation, and the user is referred to the Validation log, a separate file created and placed in the directory folder. Line seven reports the conclusion of the parsing and validation process and records the start of the import process.

The second list in the Validation window (shown in diagram 5.1.5.2) provides a summary of the incident information contained in the input file after it has been parsed and validated. Line one provides the Total Number of Incidents in the record. Line two is the number of Valid Incidents. Line three is the number Incidents Rejected because of validation errors. Line four is the Total Number of Exposures. Line five is the number of Valid Exposures. Line six is the total number of Exposures Rejected. In the sample file, the rejected exposure most likely was an exposure which had no originating incident.

Diagram 5.1.5.2



The third section of the list provides information at the completion of the import process about the Fire Department records contained in the file (diagram 5.1.5.3). The list begins with the time the input file was set to process. Line two is the location and name of the file. The file name will be appended to include data, information, and file types. The naming convention is:

filename_repaired41_informationtype41_filetype.txt

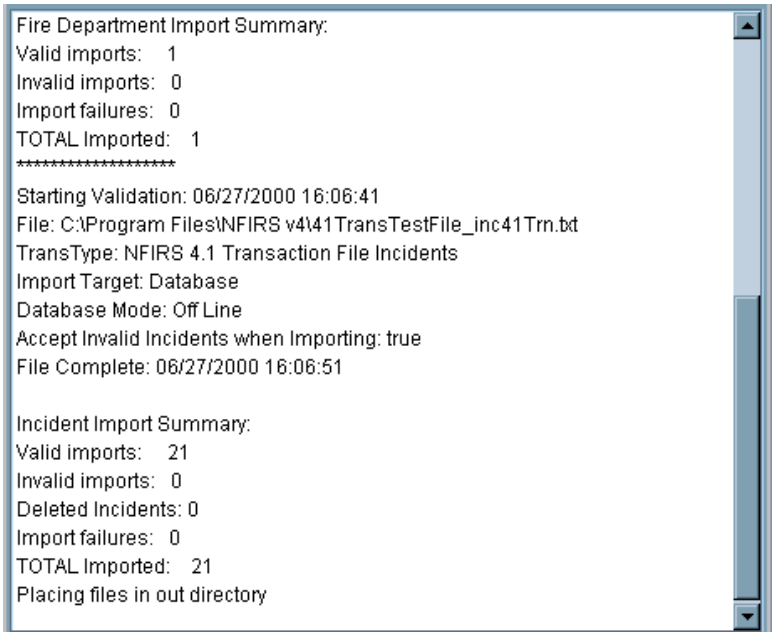
Line three provides the Transaction type (Master or Transaction file) and the information type (Fire Departments or Incidents). Line four states whether the user's Import Target was a Database or a Flat file. Line five states the Database Mode at the time of the process (either On Line or Off Line). Line six states if in the Configuration Tool the Accept Invalid Incidents when Importing box is checked. If line six states True, the check box is checked. If line six states False, the box is not checked.

The last three lines in the third section state closing conditions of the Fire Department records' parsing and validation process. Line seven states the location of the log files created (Placing original file in out directory). Line eight is the time the import process is completed, and line nine states the Total Transactions Processed. In the sample file, the two Fire Department records constitute the information for a single Fire Department, therefore one transaction (one Fire Department) was processed.

The fourth section of the list provides a summary of the records that contain Incident information (diagram 5.1.5.3). The list provides the same information as the Fire Department section, except the processing time for each one hundred records is recorded.
The destination of the location of the log files is noted (Placing original file in out directory). The validation and import completion time is stated.

The last section, Incident Import Summary, states the total number of valid and invalid incidents processed number of deleted incidents, import failures, and a total of successful imports. The destination of the log files is recorded on the last line.

Diagram 5.1.5.3



The Sub-Directory Folder "out"

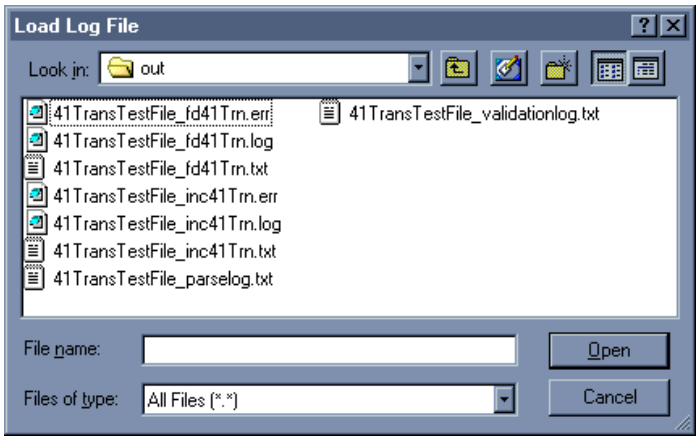
When the user closes the Validation Tool dialog box, the statistics will be cleared from the screen. The statistics and the import file processing information is documented and stored in the "out" sub-directory.

The user should view the files created to check for validation errors and transaction errors (bad data). The files in the out folder have the appended name assigned during the detection and parsing process. The naming convention is:

originalfilename_informationtype41_transactiontype.filetype

To view the files, click the View File button. In the Load Log File pop up window, locate the folder named "out" and double click on it. The out folder contents will be displayed (diagram 5.1.3.4).

Diagram 5.1.3.4



The .err file contains a listing of all the validation errors. If no validation errors are present in the data, the file will have no contents. The .log file contains a reading of the Validation and Import process. The .out file contains a listing of all good transactions. The .bad file will contain the bad transactions. If there are no bad transactions, no .bad file will be created. The parselog.txt contains a summary of the number of records read, accepted, and rejected during the 4.1 parsing process. The validationlog.txt will contain detailed explanation why the transactions did not pass validation and a summary of the parsing statistics.

The user can verify that the 4.1 data was entered into the department by conducting an Open Incident Search for the specific department.

5.2 The Program Admin Tool:

From within this utility, the user may edit Attributes, Codes, Events, Chemicals, and Special Studies. An update to the NFIRS 5.0 Version 4.0 software enabled

State Program Managers and System Administrators to implement Special Studies at the state and local levels. Administrators must use the Program Administration Tool to implement the codes and descriptions which will appear in the Data Entry Tool's Basic Module, Special Studies Tab. **Note:** Not all users will have access to this tool. A brief description of the Special Studies Tab has been added to this document Section 6.9. Refer to the Program Administration Tool Guide or contact the NSC for information on implementing Special Studies codes.

When the user clicks on the Program Admin Tool, a pop-up window for the NFIRS 5.0 Program Administration Utility will appear. **Note:** Not all users will have access to this tool

5.3 The System Admin Tool:

From within the System Administration Tool the Administrator may modify and add users from the Administrators group tier and below. **Note:** Not all users will have access to this tool.

When the user clicks on the System Admin Tool, a pop-up window for the NFIRS 5.0 System Admin Tool will appear. See the System Administration Tool Documentation for additional information.

5.4 The Reporting Tool:

The purpose of the Reporting Tool is to provide the user predefined templates to generate reports using incident data. The Reporting Tool provides the user the capability to summarize activity at their level or below and compile statistical reports. Utilizing this On-Line Tool to access data available on the National Database allows the user to generate and view reports in a consistent manner. **Note:** To create or generate a Forms Based Incident Report, see Section 4.2.5. For information on the new browser-based reporting, contact your NFIRS State Program Manager or the NSC at: nfirshelp@fema.gov.

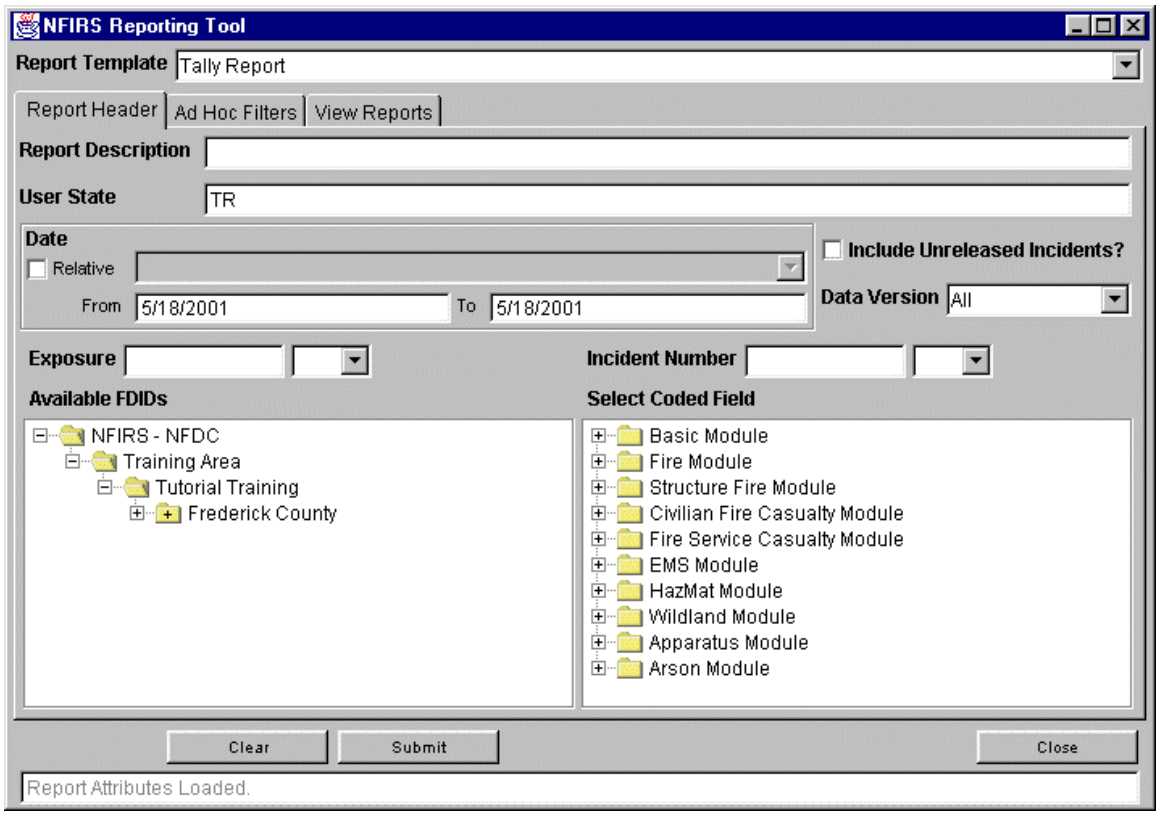
The Reporting Tool is available On-Line only. To view and print reports, a minimum of Adobe Acrobat Reader 3.02 is required on the PC. To download a version of the Adobe Reader at no cost go to:
http://www.adobe.com/products/acrobat/readstep.html

When the user clicks on the Reporting Tool from the Tools Tab from the Menu Bar, the NFIRS Reporting Tool will be displayed (diagram 5.4.0). The user selects the type of report to run from eight predefined Report Templates (see diagram 5.4.1.0 for list of templates). The user may then further define the criteria of the report with Ad Hoc Filters. The user can retrieve the report by saving it to the computer, to a floppy, or by printing the report. The reports are generated using Adobe Acrobat Reader (installed during the installation of NFIRS 5.0, if not detected), and depending on the scope of the query and network traffic the report can be viewed and/or printed in minutes. The procedures for creating and retrieving reports are included in the following subsections.

Note: Only Valid incidents, incidents with an Exposure equal to 0, and incidents that are *not* Mutual Aid incidents (Codes 3 and 4) will be counted. See **Appendix A** for an explanation of calculation rules for the Reporting Tool. Appendix B also provides examples of sample reports' calculations.

The user must contact his or her System Administrator to obtain permissions to view reports of other departments or levels.

Diagram 5.4.0



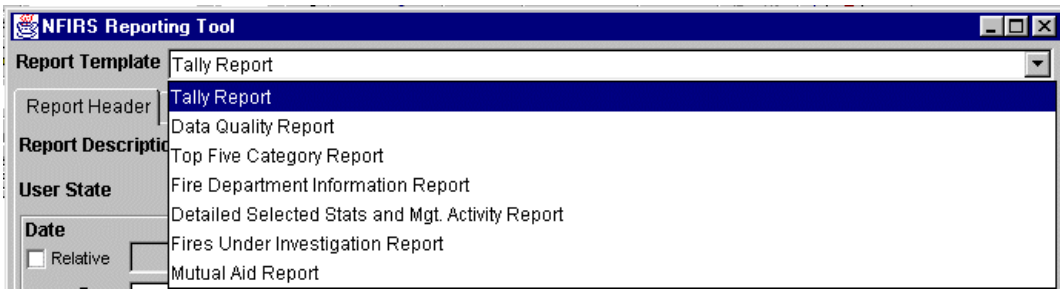
5.4.1 The Report Template Pull-Down List:

Clicking on the Template Pull-down list (diagram 5.4.1.0) displays a listing of seven available report templates. Clicking on one of the templates will provide different attributes to choose from when generating system reports, sometimes referred to as a "canned reports." Report templates may differ slightly in interfaces but all templates provide the user the capability to refine report criteria and save those criteria for future searches.

Note: The Fire Cause Category Report is not available at this time.

Incidents must be valid and have an Exposure equal to 0, and have an Actions Taken code 1, 2, or 5 or N (None) to be included in reporting calculations. For a description and examples of how totals are calculated in the NFIRSv51 Reporting Tool for the Tally Report, see **Appendix A**.

Diagram 5.4.1.0



Below is a summary of the seven available Report Template functions.

Tally Report:

Frequency count of codes by element that includes summary information of loss measures for each code within the element and the percentage of the total for each code.

Fire Department Information Report

The report will produce the total number of departments at the search level and below, and FDID Header information for each department. The summaries include service and civilian casualties, loss amounts, number of paid and unpaid firefighters.

The user can select an initial filter of a coded field, and select a subset of the cause categories as criteria to run the report.

Fires Under Investigation Report

The report identifies incidents that have been coded as "Under Investigation." The report includes Incident date, type, property use, type of aid given or received, and the address of the incidents.

Top Five Category Report

This report will produce the summaries for loss categories ranked by frequency, percentages, injuries and deaths for a selected field. The report has six sections. The first section of the report, Ranking by Frequency, provides a summary of occurrences of the selected Coded Field Descriptor. The five subsequent sections of the report rank these incidents by:

- Total loss
- Civilian deaths
- Civilian injuries
- Service deaths
- Service injuries

Mutual Aid Report

Allows tracking of incidents that have another Department FDID and Incident Number linked for mutual aid resource identification purposes.

Data Quality Report

Returns summary statistics on the frequency and percentages of Blank, Undetermined, None, and Other category codes present by each module for the purpose of tracking and improving overall data quality.

Detailed Selected Statistics and Management Activity Report

Frequency count of codes by element that include summary statistics and averages of man hours and response times.

5.4.2 The Reporting Tool Tabs:

Three Reporting Tool Tabs (diagram 5.4.2.0) enable the user to navigate the different screens in the Reporting Tool. Each screen provides specific functionality ranging from titling a report to setting reporting filters and report retrieval. The following subsections provide details.

Diagram 5.4.2.0

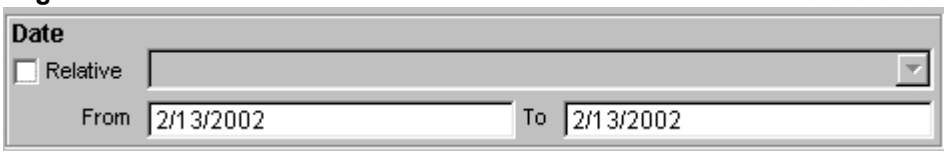
5.4.3 The Report Header Tab:

After selecting the desired Report Template from the Template drop down box, the user must specify initial criteria for the report on the Report Header Tab (diagram 5.4.2.0). The Report Description is a free-form text box where the user enters a description to name the report. The description can be any name, but it is helpful to choose a name which is descriptive of the type of report. It can be up to 50 characters. If the Report Description field is not defined, the report will generate successfully and the Report Description will default to the username_user state (JSMITH_VA). The User State field displays by default the state entered during initial Data Entry/ Validation Tool login.

The Available FDIDs window displays in an extended list of groups and Fire Departments from which the user is able to create a report. Click on the State or Fire Department in which the report is to be generated. **Note:** The user can only create a report at the user's login level or below.

The Date Relative check box (diagram 5.4.3.0) enables the user to report on incident data relative to all records or specified date ranges. The relative box is unchecked by default and the adjacent drop down field is inactive. By default the current date will be displayed in the Date Relative From and To fields. These fields are editable when the Relative box is not checked. The user can specify the date range of the incidents to be included in the report by inserting the cursor in the field, highlighting the current date, and typing over it with the desired date.

Diagram 5.4.3.0



When the user checks the Relative box, the adjacent drop down box becomes active. The user must click on the drop down arrow at the right of this field to display the available date ranges. The user may select from All Records, Last Year, Last 6 Months, Last 3 Months, First Quarter, Second Quarter, or Third Quarter (diagram 5.4.3.1). If the user selects All records, the date range will include records from 01/01/1970 to the current date, as shown by the example in diagram 5.4.3.2.

Diagram 5.4.3.1

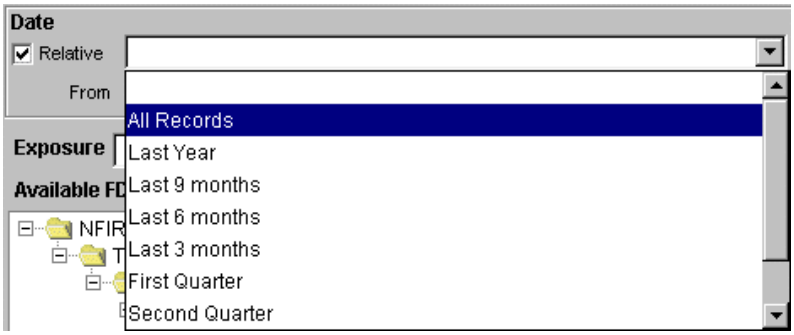
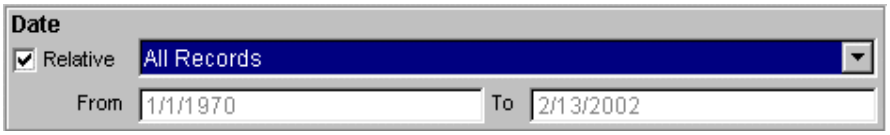


Diagram 5.4.3.2



The Include Unreleased Incidents checkbox provides the option of including all incidents in the frequency calculation and totals whether or not the incidents have been released by the State to the National Database. If the box is left unchecked, the report will include only incidents that have been released by the State. The Data Version drop down box allows the user to specify 5.0, 4.1, or All incident data.

The fields Exposure and Incident Number are blank by default and are not activated at this time. Leave these fields blank when submitting a report.

The Available FDIDs window displays the hierarchy of groups and Fire Departments. The user must select (highlight) a group or level in order to create a report. The Select Coded Field window enables the user to choose an attribute that will define the report according to the coded field selection from one

of the modules. Only one Coded Field may be selected per report. The Select Coded Field window is available only when using Tally Report Template ands the Top Five Category report templates. If the user wishes to further define the report criteria, Ad Hoc filters (on the Ad hoc Tab) may be created before submitting the report.

The push buttons Clear, Submit, and Close enable the user to submit the report based on the filters, clear the filters screen, or close the Reporting Tool. A white rectangular message box in the lower left of the Reporting Tool screen displays information for necessary user actions and Tool responses.

5.4.3.1 Creating and Submitting a Report

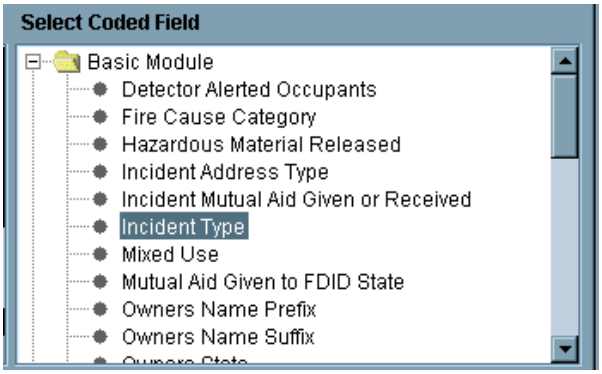
The user must be in the On-Line mode and have an Internet connection established to create, submit, and retrieve reports. To view and print reports, a minimum of Adobe Acrobat Reader 3.02 is required on the PC. To download a version of the Adobe Reader at no cost go to http://www.adobe.com/products/acrobat/readstep.html.

In the Data Entry Tool under the Tools menu, select Reporting Tool. The Reporting Tool will be displayed. To select a report template, click once on the drop down arrow at the right of the Report Template field and click once on the desired report template. The Tally Report is the default selection.

On the Report Header Tab, in the Report Description field enter a name for the report (example: monthly_tally). Place a check in the Relative check box. Place a check in the Include Unreleased Incidents check box. In the Data Version field, accept the default setting All. Leave the Exposure and Incident Number fields blank (default setting).

In the Available FDIDs window, click once to select and highlight the level or department to be included in the report. The list may be extended by clicking once on the plus sign (+) next to a folder. **Note:** The user cannot run a report on levels or departments above his or her own level. In the Select Coded Fields window, extend the list by clicking once on the plus sign or double clicking on the folder next to the Module name. When the list is extended, click once on the desired coded field (diagram 5.4.3.2).

Diagram 5.4.3.2



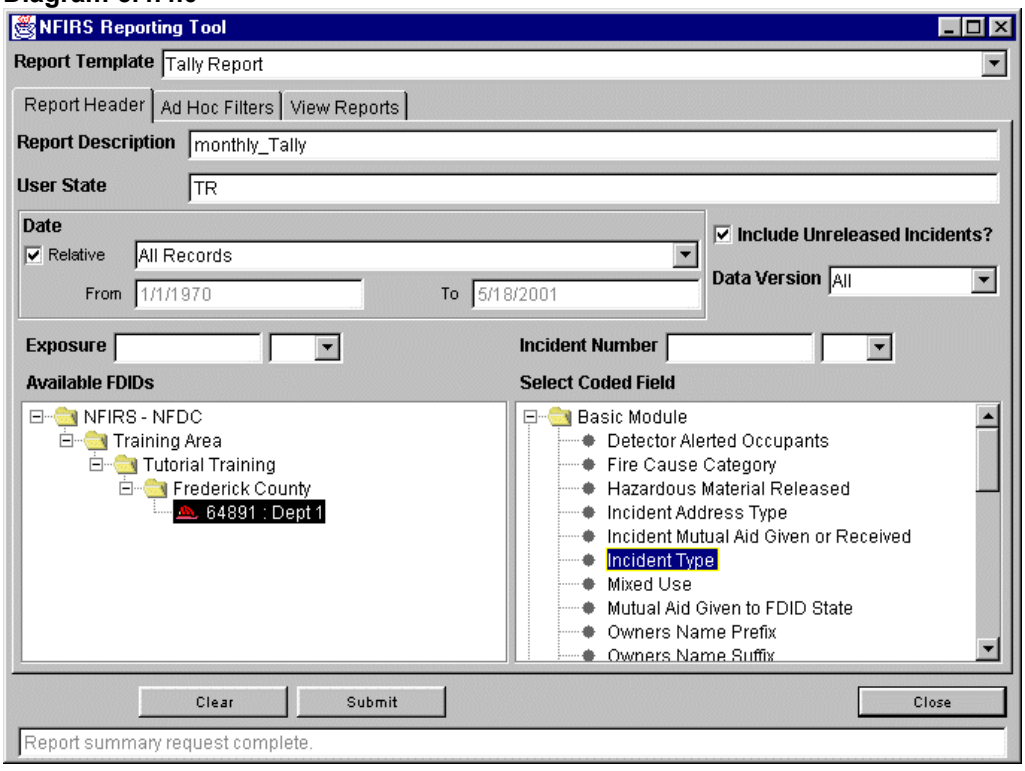
To submit the report with the basic definition specified in the above section, click once on the Submit button. A pop up window will be displayed: Report submitted successfully. Click OK to dismiss the message window. To retrieve and view the report, click once on the View Reports Tab. Refer to Section 5.4.5 Viewing the Report, for details on retrieving and viewing the report.

To further define the report criteria before submitting for results, click once on the Ad Hoc Tab. The components of the Ad Hoc Tab and instructions for creating search filters and filter templates are included in the following section.

5.4.4 The Ad Hoc Tab:

The Ad Hoc Filters Tab (diagram 5.4.4.0) enables the user to add filters in addition to the date and report type that was defined in the Report Header Tab. The user creates search filters by choosing attributes from the Modules. To save search filters to use again for future searches, refer to Section 5.4.4.3, Creating and Saving Search Filters as Templates.

Diagram 5.4.4.0

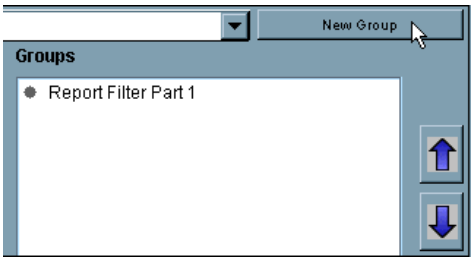


5.4.4.1 Components of The Ad Hoc Tab

The Report Filter drop-down box provides the list of default or saved templates available to the user. Section 5.4.4.3 provides information on creating and saving filter templates for future use. Four buttons, New Template, Copy Template, Update Template, and Delete Template pertain to the Report Filter in use. The Output Type drop down box allows the user to specify the output file format, either pdf format or raw text. The default setting and recommended format is pdf.

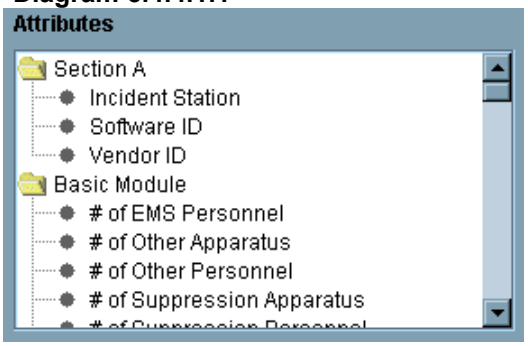
The New Group button inserts a new parameter for the filter being created (diagram 5.4.4.1.0). When the button is clicked, in the Groups window a folder will be displayed: Report Filter Part (x). The user must click on the New Group button each time a definition is to be added to the Report Filter.

Diagram 5.4.4.1.0



In the Attributes window, a hierarchy will be displayed from which the user selects the coded attribute to be used as report criteria. Double clicking on a folder in the hierarchy will extend the list (diagram 5.4.4.1.1). To select an attribute, click once on the desired attribute to highlight it. In the Groups view, the two blue directional arrows facilitate the arrangement of Report Filters and Attributes. The red X deletes an Attribute from Report Filter Parts in the Group View. To move a Report Filter or Attribute, highlight it and then click on the directional arrow. To delete a Report Filter or attribute, highlight the item and click on the red X.

Diagram 5.4.4.1.1



5.4.4.2 Creating Search Filters

The user can search for report data within their department or level that compares with the key information in the Reporting Header. The Ad Hoc Filters, based on Boolean logic (and/or operators), incorporate rules and concepts for comparing data sets. Each New Group adds an "or" statement to the search filter, and each Attribute defined under a Group adds an "and" statement. Inserting Report Filters broadens the search. Inserting more Attributes under a Report Filter narrows the search.

For examples that illustrate how the filters can be constructed for broad or narrow searches, see **Appendix B**.

To create search filters, click on the New Group button. A Report Filter Part will be displayed in the Groups window (diagram 5.4.4.2.1). As the user adds parameters a hierarchy of the filter will be displayed in the Groups window (diagram 5.4.4.2.2). The user can rearrange the Report Filter Parts and selected attributes by highlighting the desired filter part and clicking on the blue arrow. To select an additional attribute, in the Attributes window, double click on a Module folder to extend its list of attributes. Click once on the desired attribute to highlight it. In the Groups window, highlight the Report Filter part to which the attribute will be added.

Diagram 5.4.4.2.1

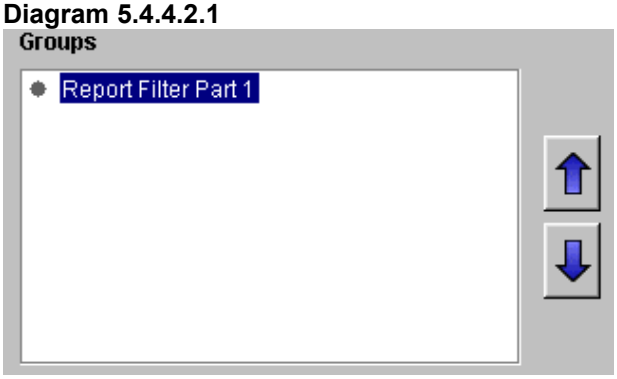
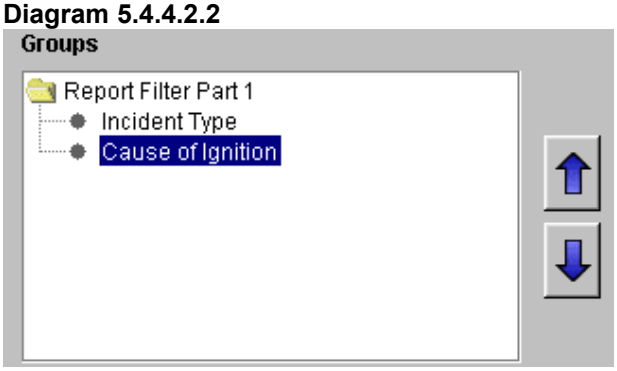


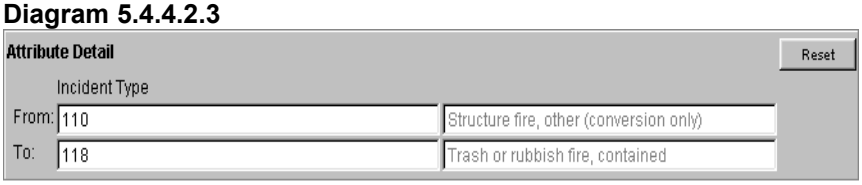
Diagram 5.4.4.2.2



The Attribute Details box will appear if additional information is necessary (diagram 5.4.4.2.1). If the requested Attribute Detail is a coded field, place the cursor in the Attribute Detail field and press F1. The Codes Look-Up box will be displayed. A drop-down box at the right of the Attributes Detail field provides

selections to designate less than, more than, and equal to values (< > =). A range of codes may be specified for Attribute Details when From and To Incident Type fields appear in the Attribute Detail section. For example, as shown in diagram 5.4.4.2.3, the user specified the range of codes that denotes all structure fires by placing the lowest code number in the From field, and the highest code of a structure fire in the To field.

Diagram 5.4.4.2.3



Some Attribute Details require text, such as a city name. Insert the cursor in the field and type. For numerical values, type in whole numbers. The white message box in the bottom of the field will display status messages for the user if the selection is not a valid code or if it does not provide sufficient information.

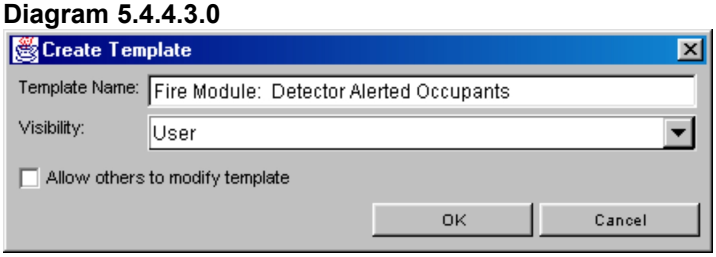
To move a selected attribute to the Groups window, click on the center blue arrow. The user may add another attribute, add another Report Filter Part, or submit the report as defined. The push buttons Clear, Submit, and Close enable the user to clear the filters screen, submit the report with the current filters, or close the Reporting Tool.

When the user clicks the Submit button, a pop up window will be displayed: Report Submitted Successfully. To retrieve and view the report, the user will click on the View Reports Tab. Refer to section 5.4.5 for the View Reports Tab details.

5.4.4.3 Creating and Saving Search Filters as Templates

The user may save search filters to use again for future reports, for example, to run a monthly report. To save a search filter as a template, after the desired search filter is created press the New Template button. A pop up window will appear in which the user names the template (diagram 5.4.4.3.0), and selects desired visibility permission from three options: User, Group, and Group and Below. If the user wishes to allow others to modify the template, check Allow Others box. Click OK. The saved template will be listed in the Ad Hoc Tab's Report Filter drop-down box for future selection.

Diagram 5.4.4.3.0



When the user selects the saved template, in the Groups window a yellow folder will appear with 'Report Filter Part 1' next to it. The user may click on the folder to display the saved Attributes in the Groups window. The user can run the report according to the templates criteria alone, or add to the template an additional group or attribute.

The Copy Template push button allows the user to duplicate a template. When the button is pushed, a pop up box appears in which the user can specify a location to save the template information. By duplicating a template, several users can have access to the same filter criteria yet specify their own modification permissions and visibility permissions.

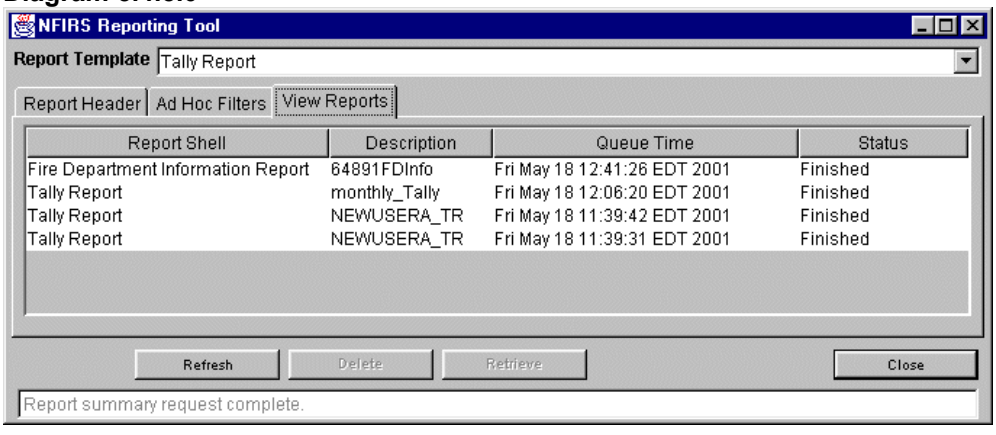
The Update Template button allows users to save changes to a created template. The pop up box will appear and the user can modify the name of the template. To delete templates, highlight the template to be deleted and press The Delete Template button.

If a template has been assigned User visibility, the user can modify the attribute details. To modify the attribute details of a selected report filter, select the Report Filter from the drop down list. In the Groups window, extend the Report Filter Parts and highlight the attribute to be modified. In the Attribute Details box that appears, click the Reset button. The user may type in new attribute detail information.

5.4.5 The View Reports Tab:

The View Reports Tab (diagram 5.4.5.0) provides for the user information about the report queue: if a report is submitted, in progress, or finished and ready to be retrieved. The View Reports Tab displays reports created by all users in the same user group. As a result, State Level users are able to see all reports for the state, while a user at a Fire Department level will only be able to see reports created by others in that Fire Department Group.

Diagram 5.4.5.0



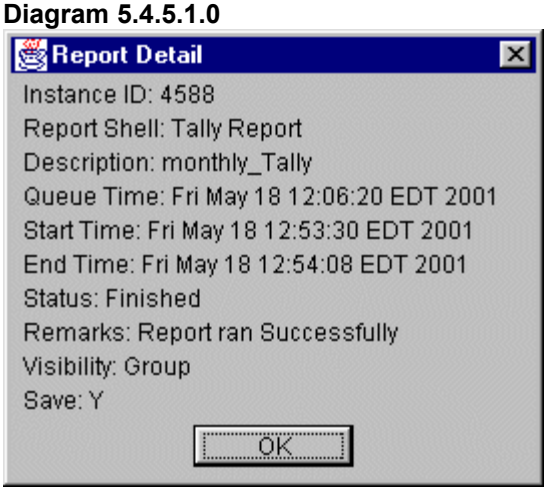
5.4.5.1 Components of the View Reports Tab

Double clicking on a report in the View Reports window will display the Report Detail window (diagram 5.4.5.1.0), which displays details about the specific report; its submission and completion time, and whether it ran successfully.

There are four push buttons, **Refresh**, **Delete**, **Retrieve**, and **Close**. The Refresh button updates the status of the report queue in the View Reports window. The Delete button deletes selected reports. Reports cannot be deleted until they are Finished status. To delete a group of reports listed in consecutive order, highlight the first report to be deleted then hold down the shift key to select and highlight the reports to be deleted. Click on delete.

The Close push button closes the Reporting Tool and returns the user to the NFIRS 5.0 Data Entry Tool.

Diagram 5.4.5.1.0

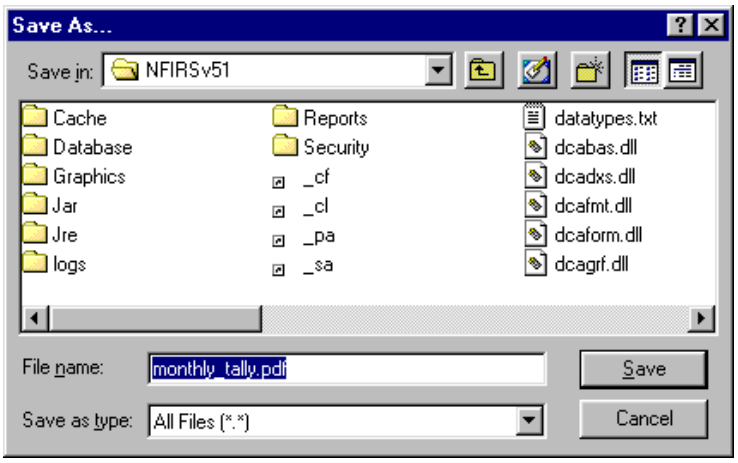


5.4.5.2 Viewing a Report

To view a report, click once on the desired report to highlight it. If the status of the report is Submitted or In Progress, click on the Refresh button. The amount of time it takes for a report's status to change will vary according to the amount of Internet traffic and the performance capability of the user's PC. When the status reads Finished, the Retrieve button will become active. Click once on the desired report to highlight and then click once on the Retrieve button. The Retrieve button launches the Save As pop up window (diagram 5.4.5.2) in which the user specifies a directory to save the report. The Save As pop up window will default to the NFIRS root directory. Name the report and click Save. The Adobe program will open and the report will be displayed. The report may be printed by selecting the Print command from the Adobe File menu.

Note: If the user chooses another directory and the folder's name has a space in it (Example: Nfirs Reports), during the retrieval of the report an error message will appear: "There was an error opening this document. The file does not exist." Click OK. The report will be displayed.

Diagram 5.4.5.2



The first time a report is generated, the user will be prompted to Locate the Acrobat Reader Executable. Click OK.

- **If you have Adobe 3.0 or 3.02 on the PC:** Locate the Acrobat3 folder and double click on it to open. Locate the Reader folder and double click on it to open. Locate the file acrord32.exe and double click on it to open.

- **If you have Adobe 4.0 on the PC:** Locate the Adobe 4.0 program (default location on most PCs is C:/ Program Files/Adobe/Adobe 4.0/Acrobat/. Double click to open the Acrobat folder. Locate the file Acrobat.exe and double click on it to open.

- **If you have Adobe 5.0 on the PC:** Locate the Adobe 5.0 program Double click to open the Acrobat folder. Locate the file AcroRd.exe and double click on it to open. (The default location on most PCs is C:/ Program Files/Adobe/Adobe 5.0/Reader/AcroRd.exe).

The Adobe program will open, and the report will be displayed. To print the report, under the Adobe File Menu, select Print.

To close the report, click the X in the upper right corner of the report screen. The user can minimize the Adobe program if subsequent reports will be viewed. To begin a new report, click on the Report Header Tab and click the Clear button. Begin entering the new report's specifications.

It is helpful to create a special reports directory on the hard drive. This will help to consolidate the data and increase manageability.

5.5 The Client Configuration Tool:

The purpose of this tool is to allow user maintenance for options and settings. From within this Tool, the User specifies On-Line or Off-Line use, whether to run against a local or remote database, select the database type, the file location and type for import/export data, whether data encryption is to be used, and firewall settings (if present). Most users will use the Configuration Tool to verify or change their system's access mode; i.e., from Off-Line mode to On-Line mode and select the database type..

When the user clicks on the Client Configuration Tool, the NFIRS 5.0 Configuration Tool will appear. Refer to the NFIRS 5.0 Configuration Tool Documentation for further information.

5.6 NFIRS Version Updates:

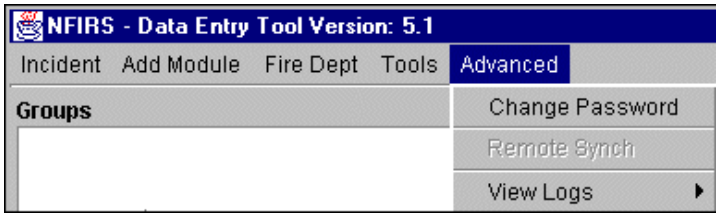
Currently, the user must obtain version updates from the NFIRS 5.0 website. If a necessary Update is released, registered users will receive an email notification on the necessary update. Information will be posted also on the NFIRS 5.0 News page, http://www.nfirs.fema.gov/news.htm

To verify the USFA NFIRS 5.0 Version on the PC, check the version number in the program name on the Start Menu. The Download Software page, available after login on the NFIRS User Login page, will contain information on how to verify if an Update has been applied, if one has been made available.

5.7 The Advanced Menu:

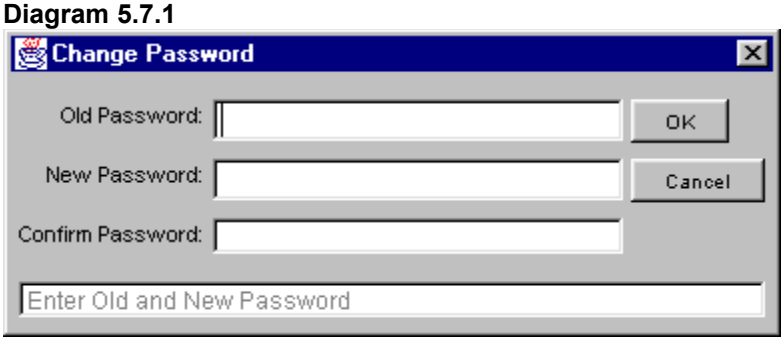
The Advanced Menu (diagram 5.7.0) provides an interface to change passwords, synchronize a local database to the National Fire Incident Reporting System database, and View the logs created by Event Logging (see NFIRS Configuration Tool Documentation).

Diagram 5.7.0



To change a user password, click on Advanced … Change Password. When the Change Password Dialog box appears, the user must enter the old password, and then enter and confirm a new password (diagram 5.7.1).

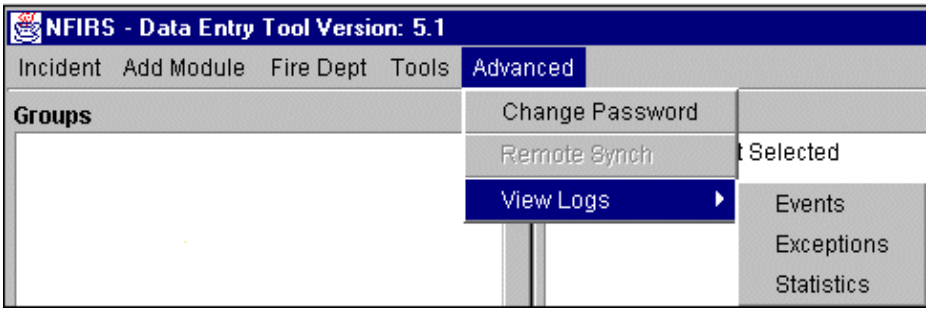
Diagram 5.7.1



The user may synchronize their user account and FDID information with the National Fire Incident Reporting System database by clicking on Advanced …Remote Synch. **Note**: The user must have an active Internet connection prior to clicking on Remote Synch. This option is unavailable if the user is working in the On-Line mode. The user should perform synchronization to the National Database on a periodic basis to ensure that all user account and group information is current. Remote Synch does not involve incident data..

The user is given the option to enable different levels of Event Logging in the NFIRS Configuration Tool. To view logs the user must click on Advanced … View Logs, and then click on a type of log – choices include Events, Exceptions and Statistics (diagram 5.7.2).

Diagram 5.7.2



6. Editing Modules

The NFIRS Data Entry/Validation Tool is designed to work in a modular fashion. All data is entered in one or more of the Modules. The modular design allows data entry procedures to be uniform throughout all modules.

There are various types of fields in the Modules, such as pull-down menus and check boxes. This section will discuss each type of field the user will encounter when editing Modules.

When the cursor is placed in a field and the Tab key is pressed, the cursor or focus will advance the next field.

6.1 Tabs:

At the top of the Modules are Label Tabs. On each Tab is a listing of the Module Sections located at the Tab. In order to navigate through the sections of a Module, the user has the option of clicking on a tab (diagram 6.1.0) or clicking on the Next Tab Push Button (diagram 6.1.1).

Diagram 6.1.0

Diagram 6.1.1

6.2 Buttons – OK and Cancel:

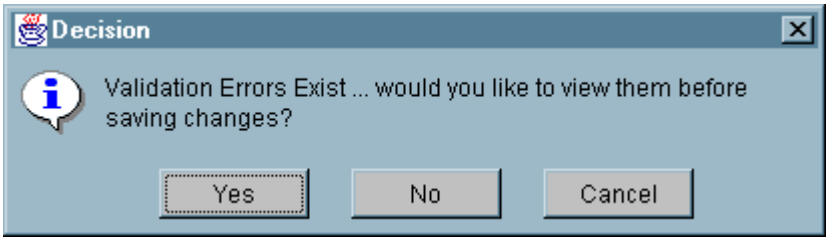
Each of the Modules will have an OK and Cancel button (diagram 6.2.0). If the user single clicks on the OK button, data entered will be validated and if validation is successful, saved. Clicking on the Cancel button will discard the entered data and exit the module.

Diagram 6.2.0

6.3 Buttons – Yes No and Cancel:

If validation finds problems with the entered data, the user will be given the opportunity to review and correct validation errors or save the Incident with validation errors (diagram 6.3.0). To review validation errors, click Yes. To save the Incident with validation errors, click No. To cancel the save and return to the previous window, the Cancel button should be clicked. If the Cancel button is clicked, the pop-up window will disappear.

Diagram 6.3.0



6.4 Required and Optional Fields

Each module contains data entry fields. Data entry in certain fields is required for the incident to pass validation. Required fields will appear as yellow rectangular boxes. Depending upon the modules added, additional fields may be required. If data is not entered in a required field, the omission will be indicated during validation. All other fields are optional. In some instances the required fields may be a free-form text field, such as entering a Street address. In other instances, a field may require a code lookup. Information about whether a field requires a single code or allows multiple codes will be displayed on the status bar on the bottom-left hand side of the screen. Either double clicking on the field or pressing F1 on the keyboard activates the Codes look-up list box (diagram 6.4.1 and diagram 6.4.2).

Diagram 6.4.0

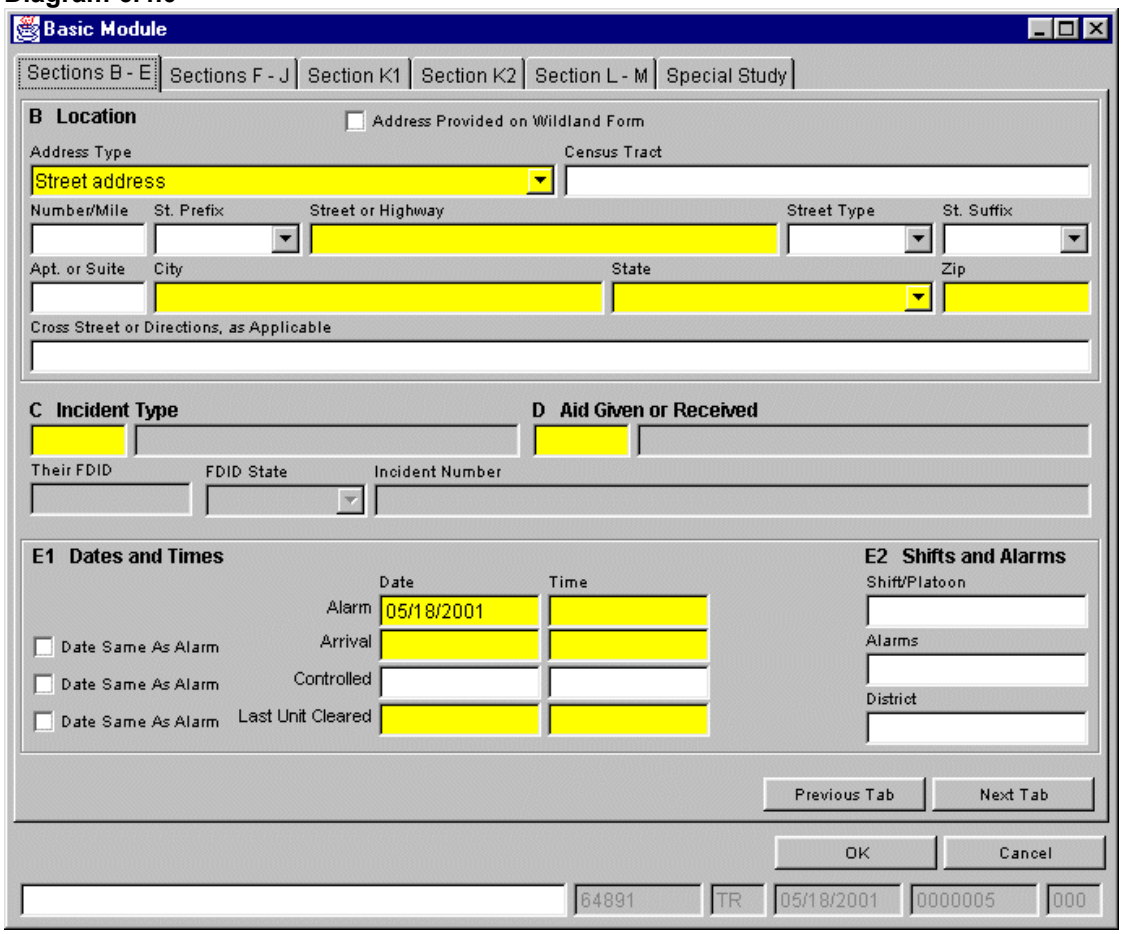


Diagram 6.4.1

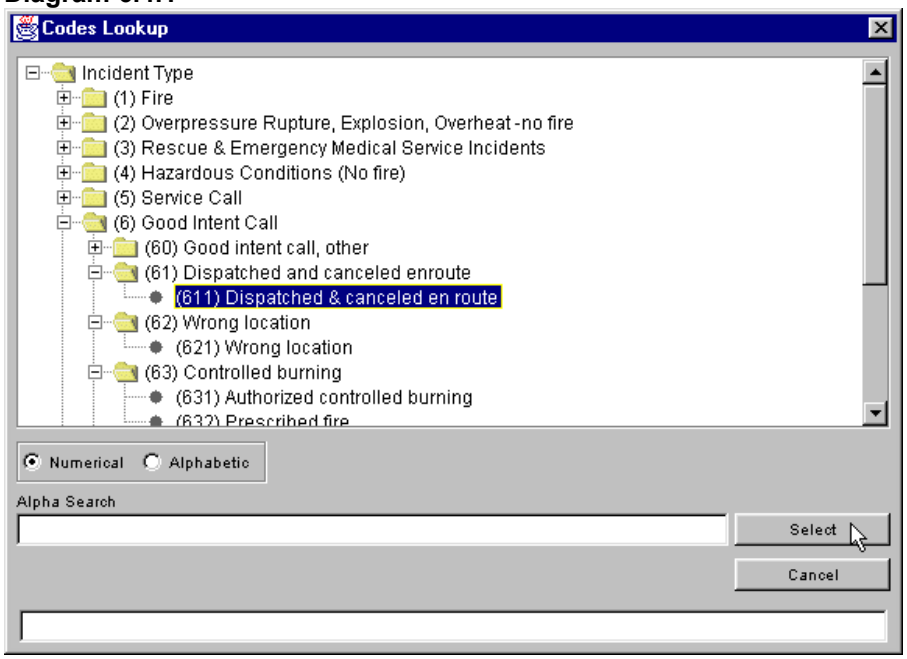
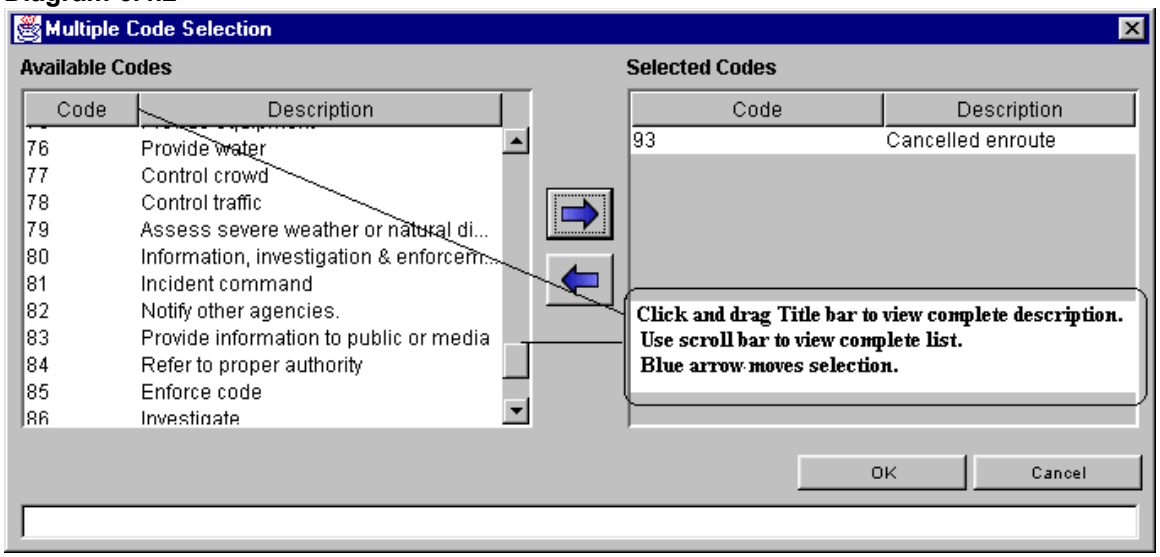


Diagram 6.4.2



6.5 Pull-down Menus:

A pull-down menu provides the user the opportunity to select from a list of data (diagrams 6.5.0 and 6.5.1). Initially the field with a pull-down menu will appear as a blank rectangle with an arrowhead facing down. Click on the arrow to display selections. Highlight the desired selection and click again to insert the selection into the field.

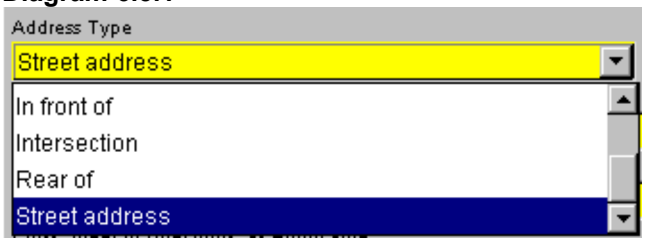
Or, the user can click on the field and enter the first letter of the word they wish to input. The first entry in the pull-down list starting with that letter will be input. If the same letter is pressed again, the next word in the pull-down list is input.

As an example, in the State field of the Basic Module, when the letter "V" is pressed, the State of Vermont is selected. When the letter "V" is pressed again, the Virgin Islands is selected. If the user enters "VI" the State of Vermont will be selected for the "V" followed by the State of Idaho for the "I". If the user clicks on the arrowhead, the pull-down menu is displayed. The user must click on a value in order to select it.

Note: In Software Version 5.1, the Street Type code must be selected by using the drop down box and scroll bar or by making a text entry. The Street Type field is no longer a coded field, but has been expanded to include U.S. Postal abbreviations.

Diagram 6.5.0

Diagram 6.5.1



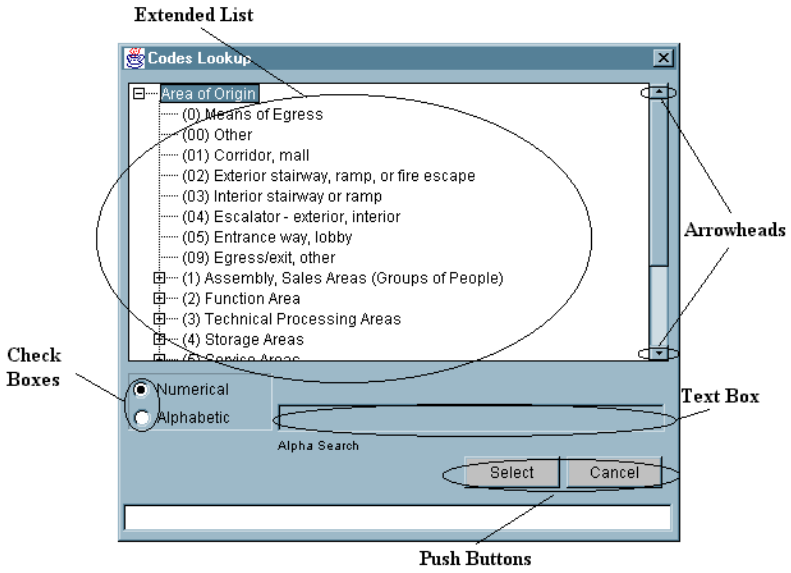
6.6 Free Form Text Boxes:

The fields without pull-down arrows are free form text boxes. The field for Street or Highway is a free form text box – the user is allowed to enter data in a free form format, e.g., Victoria or HCR 51 Box 255.

6.7 Components of the Single Code Look-up List Box

The look-up list box may contain mutually exclusive check boxes in an extended list, which may be navigated by clicking on the up or down arrowhead, push buttons, and text boxes for searching through the extended list (diagram 6.7.0).

Diagram 6.7.0



6.7.1 Extended List:

The extended list is hierarchical in structure. A plus (+) or minus (-) sign next to a heading indicates a branching tree structure is present. If the user clicks on the plus sign, the branch will expand providing a more detailed offering. Once the branch has been extended, the plus sign will change to a minus.

Selecting a plus (+) heading will result in validation errors, as it is not a valid selection. Only lowest members in the hierarchy are valid selections. From the example provided (diagram 6.7.0), "Area of Origin" is a top level heading (+), and is an invalid selection, as is " (1) Assembly of Sales Areas (Groups of People)," however, " (01) Corridor, Mall" is one of the lower extensions of the Area of Origin "branch," and is a valid selection. Clicking on a minus sign will collapse the extension and return the plus branch view.

6.7.2 Check Boxes:

As shown in the preceding diagram, a check box (sometimes referred to as a "radio button" when circular in shape) is a point-and-click data entry tool. The check boxes Numerical and Alphabetic are exclusive: only one can be checked at a time, and if Numerical is checked, the Alpha Search text box is grayed out (rendered inactive).

6.7.3 Arrowheads:

The arrowheads shown in the above diagram are a point and click tool used to scroll the extended list up or down. Clicking in the bar between the arrowheads will cause the extended list to page down, as opposed to scrolling down one line at a time.

6.7.4 Push Buttons:

The Push Buttons shown in the above diagram are also point and click data entry tools. In the Codes Lookup window, clicking on the Select button will select a highlighted code. Note: Selection of codes can also be accomplished by double clicking on a code in the Codes Lookup extended list. Clicking on the Cancel button will cancel the selection of a highlighted code and exit from the Codes Lookup window.

6.7.5 Text Boxes:

In the discussion on Check Boxes reference was made to a Text Box adjacent to the Check Boxes. This Alpha Search text box can speed up the selection of Codes by clicking on Alphabetic and then beginning to type the name of the code. For example, if Alphabetic was clicked, and the user began typing "awning" (note: no quotes should be entered) the code for awning will become highlighted. The more letters that are typed, the more specific the selection becomes. Thus, typing the letter "a" may cause the highlight to be on "(11) Arena" whereas typing "aw" will cause the highlight to jump to the code for "awning."

6.8 Components of the Multiple Code Look-up List Box:

The Multiple Code Look-up List Box (Diagram 6.8.0) contains Available Codes and Selected Codes lists, Code Selection and Deselect push buttons, List Navigation arrowheads, and OK and Cancel pushbuttons. This format is used when more than one code can be captured for a single data element.

6.8.1 Available Codes List:

The Multiple Code Look-up List Box offers the user multiple codes to select from. From the Available Codes List, the user can select codes in one of three ways, as described in the next three subsections.

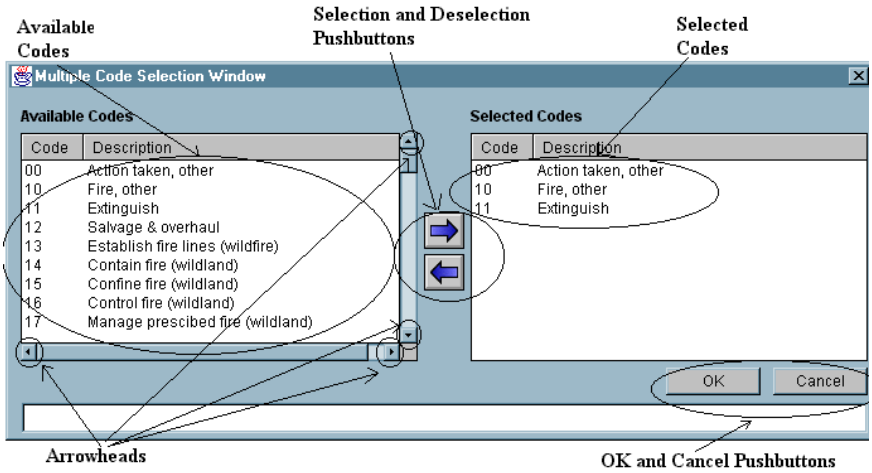
6.8.2 Double Clicking:

The user may select a code by double clicking a code from the selection list. The user may double click on one code after another to select multiple codes. To deselect a code, double click on the code in the Selected Codes window.

6.8.3 Single Clicking with Control Key:

The user may select a code by single clicking, holding the control key and then continuing to single click codes. As each code is single clicked, it will be highlighted. If a code from the list is to be deselected, single click the code again, and the highlight will disappear. When the selections are complete, single click on the code selection arrowhead (diagram 6.8.3.0). To deselect codes, use the same method from the Selected Codes window, or double click on one or more codes in the selected Codes window.

Diagram 6.8.0



6.8.4 Single Clicking with Shift Key:

The user may select multiple codes in sequence by clicking on the first code in the list and while holding the shift key, clicking on another code above or below the code. This action will highlight all codes inclusive above or below the first code clicked. To select, single click on the code selection arrow (pushbutton in the form of an arrow). To deselect codes, use the same method.

6.8.5 Arrowheads:

Scrolling through Available and Selected Codes can be accomplished by single clicking on the pushbutton in the form of an arrow.

6.9 The Special Study Tab (Basic Module)

The Special Study Tab in the Basic Module enables users to enter codes and information that pertain to a special study being conducted at the state or local level. The Special Study Tab is viewable by all users, but a special study must be implemented by a State Program Manager or System Administrator. If a special study has been implemented for the user's department or login level, specific codes and descriptions will be available through the F1 Key Codes Lookup where applicable. The user may select Applicable Studies or All Studies when

searching for studies available for reporting. If a Special Study has not been implemented and a user enters data in the Special Study ID or Special Study Value fields, a warning will be listed in the Validations warnings upon saving the incident.

7. Exiting the NFIRS Data Entry/Validation Tool:

Push buttons provide the user the opportunity to Open or Remove one or many Modules prior to exiting the NFIRS Data Entry/Validation Tool, as well as to Save an Incident, or exit the NFIRS Data Entry Tool without saving an Incident (diagram 7.0). **Note:** No data is saved unless the user clicks on the Save push button in the Main View or the Save button on the pop-up window which appears if changes have been made, and the user clicks on the Close push button in the Main View (diagram 7.1). If the user clicks on the No push button (diagram 7.1) the changes made to an Incident will not be saved. If the user clicks on the Cancel push button (diagram 7.1) the pop-up window will exit, and the user will be returned to the Main View.

Diagram 7.0

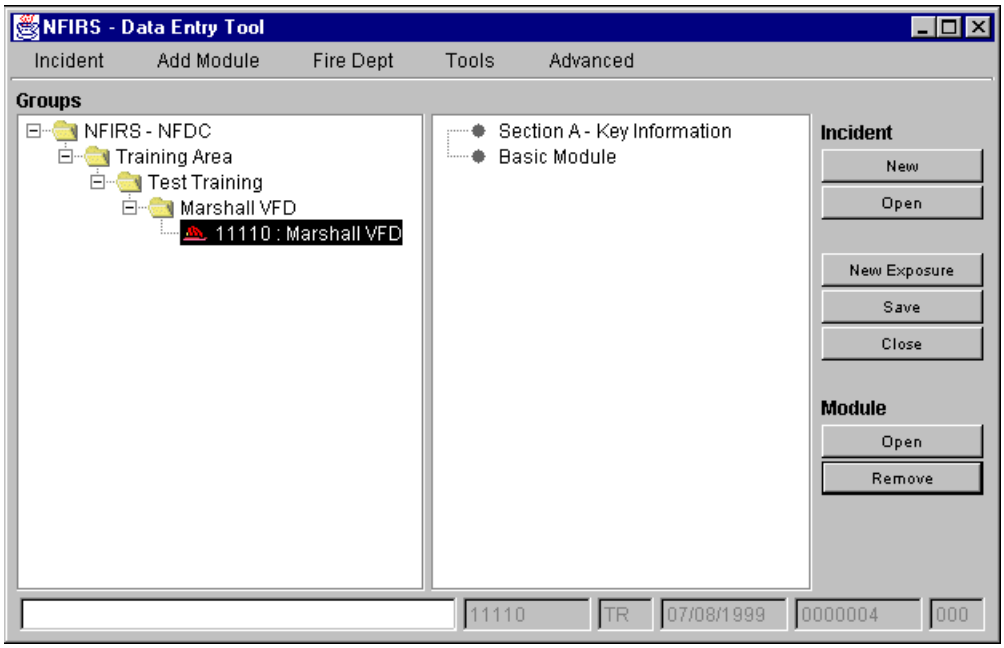
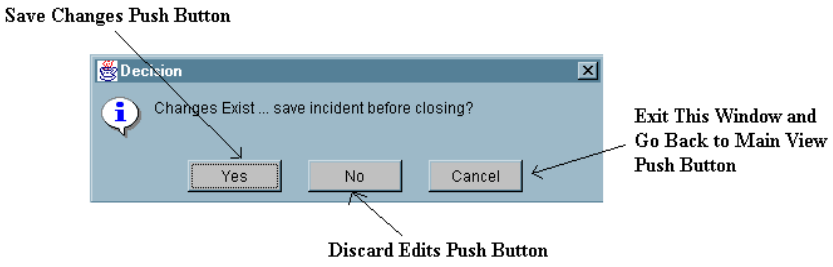


Diagram 7.1



8. The NFIRS Rapid Start-Up Guide

8.1 Introduction to the NFIRS Rapid Start-up Guide

The Rapid Start-Up Guide's purpose is to outline key steps needed to get the User using the National Fire Incident Reporting System as quickly as possible. Only the key points are described below. For details on the Tools described below and other Tools available with the NFIRS 5.0 Data Entry Tool System, refer to the previous sections of this Manual.

For a Tutorial on how to download, install, and begin using the software refer to the Tutorial posted on the NFIRS web site at http://www.nfirs.fema.gov/tutorial.htm. The Tutorial can be downloaded and printed so the user may have a reference guide while in front of the computer.

Users download the NFIRS software from the NFIRS Web Site. Access this site by going to www.nfirs.fema.gov.

8.2 Download and Installation of the NFIRS Software

1. Go to www.nfirs.fema.gov and click on the User Section Homepage, then on User Login link.

2. Login and Click on Login.

3. Locate the Download Software link in the sidebar and click on it.

4. On the Download Software page, click on the FTP site closest to your location to download the file.

5. Save the File to a folder (refer to the Software Version 5.1 Readme.txt file or to the Tutorial for in depth instruction and screen shots on choosing the destination folder). Download of the file will begin.

6. When the download is complete, locate the file you saved to the folder. (See Step 5)

7. Close all programs and double click to install.

8.3 Starting the Data Entry Tool: User Injection Process

Microsoft Access 97 Users

1. Start the Data Entry Tool by going to Start…Programs…NFIRSv51…Data Entry Tool.

2. The Off-Line Login Screen will be displayed. Click the OK button. (Leave the fields for Username, State or Password blank.)

3. This will begin the User Injection Process.

4. The User will be prompted: Would you like to inject a User from the On-Line Database? Click Yes.

5. The NFIRS Login Screen for On-Line use will display. (You need to open a connection to the Internet.) Enter your Username, State and Password.

6. User Injection will begin.

When User Injection has completed, the User is ready to work Off-Line.

8.4 Starting the Data Entry Tool: Database Setup and User Injection

Microsoft Access 2000 Users

1. After successful installation, locate the NFIRSv51 root directory.

2. Double click on the Nfirsdatav51.mdb file to open it.

3. Select the Convert Database option.

4. In the "Convert Database Into" save in field, specify the NFIRSv51 Database folder.

5. Accept the default name for the database (default name: db1.mbd). This name will be changed later. Click Save.

6. When complete, close the database and the Access 2000 program.

7. Rename the original NfirsdataV51.mdb (anything).

8. Rename the new database NfirsdataV51.mdb

The database has been converted. The user must now select the Database Type.

9. Open the Configuration Tool.

10. In the Database Type drop down box, select Access 2000.

11. Click Save and exit the Configuration Tool. Proceed with initial User Injection.

12. Open the Data Entry Tool.

13. Leave the Off-line login screen blank and click OK.

14. Click YES to "Would you like to inject a user from the On-line database?"

15. Connect to the Internet (if automatic dial up does not occur).

16. Login to the On-line database.

17. Create a password for the Off-line database, if desired, or enter On-Line password.

18. When the User Injection/Remote Synch is complete, a message will display: "Your Internet connection is no longer required."

8.4 Starting the Data Entry Tool (Off-Line Mode)

1. Start the Data Entry Tool by going to Start…Programs…NFIRSv51…Data Entry Tool.

2. The NFIRS Login screen for Off-Line will display. Enter Username, State and Password. Click OK

3. The Main Screen View will be displayed.

8.5 Starting the NFIRS Data Entry Tool (On-Line Mode)

1. Open the Configuration Tool by going to Start…Programs…NFIRS…Configuration Tool.

2. Click on Advanced Tab.

3. Check On-Line Database.

4. Click Save…OK…Exit Configuration Tool.

5. Establish a connection to the Internet.

6. Users need only to complete Steps 1 through 4 at initial start up.

7. Start the Data Entry Tool by going to Start…Programs…NFIRSv51…Data Entry Tool.

8. The NFIRS Login screen for On-Line will display. Enter Username, State and Password. Click OK.

9. Once the connection is complete, the Main Screen View will appear. The User will see at top of screen: NFIRS – Data Entry Tool Version: 5.1.

8.6 Begin Using the Data Entry Tool

Fire Department – Personnel/Apparatus

1. Under Groups locate and highlight your department's name. Click on FDID and Department Name to highlight your department's name.

2. Click on Fire Dept Tab from the Menu Bar and click on Open Fire Department.

3. Three label tabs appear. Enter Department information. Use the Tab key to navigate Personnel and Apparatus label tabs, entering information as necessary.

4. Click OK.

5. The Department information will be saved.

8.7 New Incident

1. Click on the Incident tab on the menu bar and click on New Incident.

2. The Incident Key Window will be displayed.

3. Enter Incident Information.

4. Click Ok.

5. Double click on Basic Module, or single click to highlight and click on the Incident Short-cut push button Open under Module. The Basic Form will open.

6. The User can now begin entering the incident information.

7. Click on Save to save incident.

8.8 Save An Incident

1. After entering incident information, pull down the Incident Menu.

2. Click on Save Incident.

8.9 Open An Incident

1. Click on the Incident Tab and click on Open Incident.

2. Click Search to display incident(s).

3. Highlight Incident…Click Open.

8.10 To Generate a Forms Based Incident Report (Local Report)

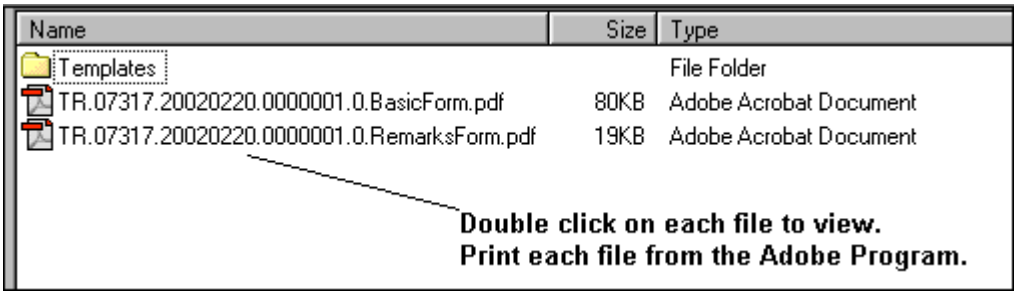
Adobe Acrobat Reader Required

1. Open an incident.

2. Click on Incident on Menu Bar…click on Generate Report.

3. Click OK to the Report Generated Successfully prompt.
4. To retrieve and print the report, open Windows Explorer.
5. Locate the folder where report was saved (default: NFIRSv51\Reports).
6. Open the folder where the report was saved.
7. Locate the pdf files created when generating the reports (diagram A).
8. Double click on the form to be printed. This will open Acrobat Reader if it is not already open.
9. In Acrobat Reader from the File tab on the Menu bar, click on print.
10. Repeat for each of the pdf files for the incident.

Diagram A



Note: The first time a report is generated, the user will be prompted: Locate the Acrobat Reader Executable. Click OK. Locate the Adobe Acrobat Program folder and double click on it to open. Locate the Reader folder and double click on it to open.
Locate acrord32.exe (or Acrobat.exe) and double click on it to open.

8.11 Export Incidents

1. Click on Tools from Menu Bar.
2. Click on Import/Export.
3. Click on Export.
4. Click on Select Incidents
5. Click on Search.
6. Select the Incidents to be exported.

7. Click on Export.
8. Name the file the data is saved to.
9. Click Save.
10. Click on Close when Export is complete.

8.12 Import Incidents

1. Click in Tools from the Menu Bar.
2. Click on Import/Export Tool
3. Select Import.
4. Click on Select Import File button.
5. Locate and select file for Import.
6. Click Open.
7. Click on Close when Import is complete.

8.13 Exit NFIRS

1. Click on Incident on the Menu Bar.
2. Click on Exit NFIRS.
3. Click on Yes.

8.14 Troubleshooting

The following table outlines the most common questions from NFIRS 5.0 users during initial start-up. Additional frequently asked questions are addressed on the NFIRS FAQs page, http://www.nfirs.fema.gov/nfirsfaq.htm.

Question	Response	Action
How do I find the version number of the Access program?	Open the program to see if Access 97 is displayed.	Verify by going to the Access Help menu and clicking on About (Access) to locate the program and version information.
What do I do if my screens do not display?	Check Display Configuration. 800x600 Pixel display is necessary.	Go to Start…Settings…Control Panel…Double click on Display…Click on Settings Tab. Desktop area needs to set at 800x600 Pixels.
…if the installation will not complete?	Check disk space. 30 MB is optimum.	Go to Start…Windows Explorer. Click once on the C Drive…then right click for drop down menu. Click on Properties. Free disk space and Used disk space will be displayed.
I get a message during Access Database setup selection that says "There is a mismatch between , Data Source, Database and Drivers."	Verify you selected the correct Database Type for the database program on the PC. Or, verify the database has been converted.	Locate the database in the NFIRSv51 root directory and double click on it to open. Convert the database, saving it to the Nfirsv5 Database folder and renaming it NfirsdataV5.mdb.
…if I am unable to login?	Check to see if you are logging in On-Line or Off-Line. There are two ways to check.	(1.) Check when you start the Data Entry Tool if the Login screen says NFIRS Login (On-Line) or Login (Off-Line); or (2). Go to Start…Programs…NFIRSv51…Configuration Tool…Click on Advanced Tab. Look to see if On-Line or Off-Line access is checked.
How do I change from Off-Line to On-Line?	Use the Configuration Tool to change access settings.	Open the Configuration Tool and click on the Advanced Tab. Check the box for On-Line access. Click Save...OK...Exit. Refer to Configuration Tool User's Guide for more information.
I am trying to Login Off-Line. Why do I get a message that says, " User not found-Please re-enter?"	User Injection into your Off-Line database has not been completed.	Start Data Entry Tool. When you see the Login Screen for Off-Line, click OK leaving the fields blank. You will then be prompted: Would you like to Inject a User from the On-Line database? Click OK. The On-Line Login screen will display. Enter your User-name, State, and Password. A prompt to change your

		password appears. You may enter the same password as you use for On-Line login. A message displays when User Injection process is complete.
When I enter the Data Entry Tool, my FDID Number is correct but it says “FDID not Found.”	The name of your department has not been entered in the system.	Highlight the Dept. number and FDID Not Found. Click on Fire Dept from the Menu bar. Click on New Department. Here you will enter the Fire Department's name and information. Click OK and the department information will be saved and the department name will be displayed.

9. Appendix

9A. Reporting Calculation Algorithm

To assist NFIRS users in utilizing the potential of the Reporting Tool (section 5.4), the following description and examples illustrate how totals are obtained and in the NFIRS 5.0 Software Version 5.1 Reporting Tool. For complete instructions for the On-line Reporting Tool, refer to section 5.4.1. The first section defines relevant terms, in the second section the algorithm is described in pseudo code.

Definition of Terms:

Frequency: The number of actual incidents that occurred.
Dollar Loss: The Property Loss, Contents Loss, and Total Loss fields.
Resources: The number of apparatus and personnel used for suppression, EMS, and other.
Fire Service Casualties: Refers to the Fire Service Deaths and Fire Service Injuries.
Civilian Casualties: Refers to the Civilian Deaths and Civilian Injuries.
Aid Given: An incident with the mutual aid code set to 3 or 4.
Aid Received: An incident with the mutual aid code set to 1 or 2.

Pseudo Code:

```
GET all VALID incidents that satisfy the header AND the ad-hoc filter AND are not Aid Given.
FOR each incident returned from the above step LOOP
        IF exposure is all 0's THEN add one to the Frequency count total.
        ADD this incident's Dollar Losses, Resources, Fire Service Casualties, and Civilian
        Casualties to their respective running totals.
        IF this incident is Aid Received OR this incident's mutual aid code is undefined THEN
                FOR each Aid Given incident that has Assisted Incident Number, Assisted State,
                Assisted FDID and Incident Date that matches the current incident's Number,
                State, FDID and Incident Date LOOP
                        ALWAYS add the Fire Service Casualties to their respective running
                        totals.
                                IF the "Includes Aid Given Resources" checkbox in section G1
                                on the basic form is NOT checked THEN
                                ADD this Aid Given's Resources only to their respective running
                                totals.
                        END IF checkbox NOT checked
                END FOR LOOP on each matching Aid Given Incidents
        END IF Aid Received
END FOR LOOP on incidents returned from the first step.
```

Example

Scenario 1: A fire ignites in a building in Chicago, IL. The first Fire Department on the scene is FDID 1111. While FDID 1111 is fighting the fire, FDID's 2222 and 3333 arrive to help put out the fire. The following is a portion of the incidents that were filled out for each FDID.

Field Name			
Incident #	0000002	0000005	0000006
State	IL	IL	IL
FDID	1111	2222	3333
Incident Date	2/1/99	2/1/99	2/1/99
Assisted Incident #		0000002	0000002
Assisted State		IL	IL
Assisted FDID		1111	1111
Mutual Aid Code	1 (Received)	3 (Given)	3 (Given)
Includes Aid Received Resources Checkbox	Not Checked		
EMS Apparatus	1	2	2
EMS Personnel	3	6	5
Property Loss	$100,000	$1,000	$5,000
Contents Loss	$50,000	$50,000	$50,000
Fire Service Deaths	1	2	3
Fire Service Injuries	2	1	4
Civilian Deaths	3	3	3
Civilian Injuries	5	5	0

If a report was run that returned the incident from FDID 1111, then the totals would be calculated as follows:

Field	Totals	Comments
Frequency	1	Only non-Aid Given incidents with exposure = 0 effect frequency.
EMS Apparatus	5	This includes EMS apparatus claimed in aid given incidents because the Include Aid Given Resources was Unchecked.
EMS Personnel	14	This is a resource as well, see above comment.
Property Loss	$100,000	Dollar losses never include losses from aid given incidents
Contents Loss	$50,000	Same as above
Fire Service Deaths	6	Fire Service Deaths are always tracked and counted on the Aid Given incidents
Fire Service Injuries	7	Same as above
Civilian Deaths	3	Civilian Deaths are never counted on Aid Given incidents
Civilian Injuries	5	Same as above.

9B. Creating Search Filters

The following examples illustrate how to arrange Groups and Attributes to create broad or narrow search filters when using the Ad Hoc Tab Filters (5.4.4.) in the Reporting Tool (5.4). The Ad Hoc filters, based on Boolean logic (and/or operators), incorporate rules and concepts for comparing data sets. Each New Group adds an "or" statement to the search filter, and each Attribute defined under a Group adds an "and" statement. Inserting Report Filters broadens the search. Inserting more Attributes under a Report Filter narrows the search.

Only Valid, 000 Exposure incidents, and incidents that were Mutual Aid Received (codes 1,2,5, or N) will be included in the frequency totals for a Tally report.

Example 1

To find the frequency of fire incidents for the state using a Tally Report:

On the Report Header Tab	**On the Ad Hoc Tab**
1.Enter a Description (2000_Fire_Incidents)	7.Accept the default Report filter: None
2.Enter a date range.(01/01/2000 - 12/31/2000)	8.Accept the default Output Type: pdf File
3.Check the Include Unreleased Incidents box (or exclude by not checking the box)	9.Click New Group button: This creates Report Filter Part 1.
4.Specify a Data Version (suggestion: All)	10.In the Attributes list, in the Basic Module folder locate and highlight Incident Type.
5.Select (highlight) from the state in the Available FDIDs list (or select a County or an FDID).	11.Click the blue arrow to move Incident Type to Report Filter Part 1.
6.In the Select Coded Fields List, locate in the Basic Module the Incident Type and highlight it.	12.Enter in the Attribute Details From Field: 100. Enter in the Attribute Details To Field: 173

Click Submit. Go to the View Report Tab to retrieve the report when finished.

To summarize, to obtain the amount of fire incidents (valid, 000 Exposure, and Mutual Aid code 1, 2, 5, N) for a specified level:

New Group :
Report Filter Part1
Select Attribute: Incident Type: From 100
Select Attribute: Incident Type: To 173

Example 2

To find the frequency for each Cause of Ignition code for fire incidents for a specified level, use a Tally Report:

On the Report Header Tab	On the Ad Hoc Tab
1.Enter a Description (2000_Fire_Causes)	No Ad Hoc filters are necessary.
2.Enter a date range.(01/01/2000 - 12/31/2000)	
3.Check the Include Unreleased Incidents box (or exclude by not checking the box)	
4.Specify a Data Version (suggestion: All)	
5.Select (highlight) from the state in the Available FDIDs list (or select a County or an FDID).	
6.In the Select Coded Fields List, locate in the Fire Module Cause of Ignition and highlight it.	

Click Submit. Go to the View Reports Tab to retrieve the report.

The criteria above will generate the results shown below:

Tally Report
State: TR

NFIRS 5.0

CODE	DESCRIPTOR	FREQ	FREQ %	CIV DTHS	CIV DTHS %	CIV INJS	CIV INJS %	SERV DTHS	SERV DTHS %	SERV INJS	SERV INJS %	PROP LOSS	PROP LOSS %	CONT LOSS	CONT LOSS %	TO
0	Cause, other	12	1.6	0	0	0	0	0	0	0	0	23,000	0.5	1,300	0.1	
1	Intentional	118	15.7	0	0	3	10.7	0	0	0	0	199,000	4.6	69,500	5.8	
2	Unintentional	337	44.8	2	50	17	60.7	5	100	19	63.3	1,972,773	45.1	338,045	28	
2A	2A(code)	1	0.1	0	0	0	0	0	0	0	0	0	0	0	0	
3	Failure of equipment or heat source	156	20.7	1	25	2	7.1	0	0	8	26.7	1,920,800	43.9	703,987	58.4	
4	Act of nature	13	1.7	0	0	0	0	0	0	0	0	21,000	0.5	12,000	1	
5	Cause under investigation	14	1.9	1	25	6	21.4	0	0	3	10	27,000	0.6	58,000	4.8	
U	Cause undetermined after investigation	101	13.4	0	0	0	0	0	0	0	0	209,510	4.8	23,000	1.9	
Totals		752	100	4	100	28	100	5	100	30	100	4,373,083	100	1,205,832	100	

Note: 2A (code) is a plus one code.

Example 3

To find the frequency of Intentional Cause of Ignition fire incidents for the state using a Tally Report:

On the Report Header Tab	**On the Ad Hoc Tab**
1.Enter a Description (Intentional_Fires_2000)	7.Accept the default Report filter: None
2. Enter a date range.(01/01/2000 - 12/31/2000)	8.Accept the default Output Type: pdf File
3.Check the Include Unreleased Incidents box (or exclude by not checking the box)	9.Click New Group button: This creates Report Filter Part 1.
4.Specify a Data Version (suggestion: All)	10.In the Attributes list, in the Basic Module folder locate and highlight Incident Type.
5.Select (highlight) from the state in the Available FDIDs list (or select a County or an FDID).	11.Click the blue arrow to move Incident Type to Report Filter Part 1.
6.In the Select Coded Fields List, locate in the Basic Module the Incident Type and highlight it.	12.Enter in the Attribute Details From Field: 100 Enter in the Attribute Details To Field: 173
	13.In the Attributes list, in the Fire Module folder locate and highlight Cause of Ignition.
	14.Click the blue arrow to move Incident Type to Report Filter Part 1.
	15.Enter in the Attribute Details From Field: 1 Enter in the Attribute Details To Field: 1

Click Submit. Go to the View Report Tab to retrieve the report when finished.

To summarize, to find the frequency of fire incidents coded as Intentional Cause of Ignition:

New Group:
Report Filter Part1
Select Attribute: Incident Type From 100
Select Attribute: Incident Type To 173
Select Attribute: Cause of Ignition: From 1
Select Attribute: Cause of Ignition: To 1

Note: The same result can be obtained by selecting on the Report Header Tab Cause of Ignition (in the Fire Module folder) as the initial filter criteria. On the Ad Hoc Tab, the Cause of Ignition attribute must be selected and then defined as From 1 (Intentional) To 1 (Intentional).

Example 4

To obtain a list of incidents numbers for which a fire department reported Aid Given, on the Report Header Tab select Mutual Aid Report Template. Specify the date range, whether to include unreleased incidents or not, the data version. Select the desired level: county, region or department. No Ad hoc filters are necessary. Click submit. The returned report will provide a list of incidents that were coded Mutual Aid given (3 or 4).

Mutual Aid Report
State: TR

AIDED FDID	STATE	DATE	INCIDENT NUM	EXPOSURE	AIDING FDID	STATE	DATE	INCIDENT NUM	EXPOSURE
56564	TR	06/10/1999	02	0	1234	TR	06/10/1999	0000010	0
0011	TR	06/16/1999	3	0	1234	TR	06/16/1999	0000022	0
56564	TR	08/13/1999	0000028	0	13333	TR	08/13/1999	0000005	0
	TR	01/04/2000		0	1234	TR	01/04/2000	0000002	0
02560	AL	01/25/1999	0	0	1234	TR	01/25/1999	0000020	0
56564	TR	10/22/1999	0000009	0	1234	TR	10/22/1999	0000002	0

Example 4

To obtain a list of incidents that were codes as fires under investigation, on the Report Header Tab select Fires Under Investigation Template. Specify the date range, whether to include unreleased incidents or not, the data version. Select the desired level: county, region or department. Ad hoc filters, such as a dollar loss range or amount of casualties, may be added to narrow the search. Click submit. The returned report will provide a list of incidents that were coded as Under Investigation, and include the information as shown in the report below:

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Fires Under Investigation Report
State: TR

FDID	STATION ID	INCIDENT DATE	INCIDENT NUM	INCIDENT TYPE	PROPERTY USE	AID GIVEN/ RECIEVED	INCIDENT LOCATION
1234		09/28/1999	0000041	100	211	N	Laurel ST , Franklin, VA 20156
13333		08/13/1999	0000005	100	000	3	John Mosby , Upperville, TR 20184

9B. Keyboard Shortcuts

Select from Menu Bar:

ALT – Highlights Menu Bar

F10 – Highlights Menu Bar

Down Arrow – Drops menu down

Up Arrow – Scrolls up menu

Left/Right Arrow Keys – Move cursor Right and Left

Open Incident:

Enter – Opens Search Window

Multiple Code Look Up – F1 to bring up list of codes

Arrow down codes - Shift/Arrow up/down selects multiple codes

Enter - Adds selected codes

Drop Down Lists:

F4 – drops down list

End – brings user to bottom of list

Home – Brings User to top of list

Page Down – Scrolls down sections of drop down list by section

Page Up – Scrolls up sections of drop down list by section

Multiple Code Look-Up:

Arrow Down – Scrolls Down List of Codes

Right Arrow – Opens Hierarchy on level

Arrow Up – Scrolls up Hierarchy

Miscellaneous:

Shift/Tab – Backspace

Space bar to select and de-select Check Boxes

Esc – replaces previous deleted text

Arrow down to choose template

Space Bar – Selects Push Buttons

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